

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guidance Counselor's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Guidance Counselor's Name],

I hope this message finds you well. I am writing to formally express my concerns regarding [briefly state the issue, e.g., a lack of support for college applications, inappropriate advice given, etc.].

[Explain the situation in detail, including specific incidents, dates, and any individuals involved. Be factual and avoid emotional language.]

Given the importance of this matter, I would appreciate your prompt attention and support in addressing my concerns. I believe that effective communication can lead to a positive resolution.

Thank you for taking the time to consider my complaint. I look forward to your response and hope to work together to resolve this issue.

Sincerely,

[Your Name]

[Your Grade/Year]

[Your Student ID (if applicable)]