

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To

The Registrar
Jharkhand University
[University Address]
[City, State, ZIP Code]
Subject: Complaint Regarding [Issue]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [briefly describe the issue].

[Provide details of the issue, including any relevant dates, events, or individuals involved. Be clear and concise.]

Despite my efforts to resolve this matter [mention any attempts you made, if applicable], I have not seen a satisfactory resolution.

I request that the university take immediate action to address this issue, as it is affecting [mention any impact on your studies, well-being, etc.].

I would appreciate your prompt attention to this matter and look forward to hearing from you soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Course/Department]