

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

[Recipient Name]
[Position]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Issue]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my concerns regarding [specific issue] that has been affecting my experience as a student at KTU.

[Provide a brief description of the issue, including any relevant details such as dates, locations, and individuals involved.]

Despite my attempts to resolve this matter through [mention any previous attempts, if applicable], I have not seen any satisfactory progress. This situation has [explain how it has impacted your studies or well-being].

I kindly request your assistance in addressing this matter promptly. [You may suggest possible solutions or express your expectations briefly.]

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

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