

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

[Recipient's Name]
[Position]
[Department/Office Name]

KTM College/University
[College/University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint regarding [specific issue]

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

[Provide a brief description of the issue, including relevant details, dates, and any actions you have previously taken.]

I believe this situation requires immediate attention as it [explain how it affects you or other students].

I kindly request that you [state your desired outcome or solution]. I am hopeful that you will give this matter the consideration it deserves.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Course/Program Name]