

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

To,

The Registrar,
Lucknow University,
[University Address]
[City, State, Zip Code]

Subject: Complaint Regarding [specific issue]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [specific issue]. I am a student of [your course/department], having enrolled in [year of enrollment], and I have been facing [describe the issue in brief].

[Provide details of the issue, including any relevant dates, events, or interactions. Mention how it has affected you or other students.]

Despite my efforts to resolve this matter by [mention any steps you've taken, such as discussing it with faculty, visiting administration, etc.], there has been no satisfactory resolution.

I kindly request your intervention to address this issue promptly. I believe that a swift resolution will benefit not only myself but also the entire student body.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Student ID (if applicable)]