

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

Office of the Ombudsman
Nashville Valley Community College
[College Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding [Brief Description of Complaint]

Dear [Ombudsman/Appropriate Title],

I hope this letter finds you well. I am writing to formally file a complaint against [Name of Individual/Department] regarding [specific issue or incident] that occurred on [date of incident].

[Describe the situation in detail, including any relevant facts and how it has affected you or other students. Be clear and concise.]

Despite my attempts to resolve this matter directly with [individual/department], I have not received a satisfactory resolution.

[Mention any previous communications or steps taken to address the issue.]

I kindly request that you investigate this matter and provide assistance in resolving this issue. Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID if applicable]