

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Institution Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding [specific issue] related to the RH program at [School/Institution Name].

[Describe the issue in detail, including any relevant dates, events, or individuals involved.]

As a student, I believe that addressing this matter is crucial for both my educational experience and that of my peers.

I kindly ask for your assistance in resolving this issue. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID if applicable]