

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

Office of the President
Texas Tech University
2500 Broadway, Lubbock, TX 79409

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of the Issue]

I am writing to formally address a concern I have experienced at Texas Tech University regarding [specific issue or incident]. The details of this situation are as follows:

[Provide a clear and concise description of the issue, including dates, locations, and any individuals involved.]

I believe this issue is important to bring to your attention because [explain the impact of the situation on you or the university community].

I appreciate your prompt attention to this matter and hope for a resolution at your earliest convenience. Please feel free to contact me at [your phone number] or [your email] to discuss this further.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]