

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

To,

The Registrar,  
Ujjain University,  
[University Address]

Ujjain, Madhya Pradesh, [PIN Code]

Subject: Complaint Regarding [Brief Description of the Complaint]

Dear Sir/Madam,

I am writing to express my concern regarding [specific issue or complaint]. I am a [your year, course, or department] student at Ujjain University, and I have encountered [describe the issue in detail]. Despite my attempts to address this matter through [mention any previous attempts to resolve the issue], I have not received a satisfactory response or resolution.

I kindly request your immediate attention to this matter and hope for a prompt resolution.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Roll Number/Student ID]