

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

Office of Student Affairs
Vermont State University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Office of Student Affairs"],
Subject: Formal Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally address a concern that I have encountered during my time at Vermont State University.

[Briefly describe the issue, including relevant details such as dates, locations, and individuals involved.]

Despite my efforts to resolve this matter through [explain any previous attempts to address the issue], I have not seen satisfactory progress. I believe that this situation affects not only me but also the larger campus community. Therefore, I kindly request that you look into this matter and provide assistance in resolving it.

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

Sincerely,

[Your Name]
[Your Student ID (if applicable)]