

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
Western Kentucky University
[Office Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Complaint Regarding [Brief Description of the Issue]
I am writing to formally express my dissatisfaction with [describe the service or issue] that I experienced on [date of the incident].
[Explain the details of the issue clearly and concisely, including any relevant information such as names, times, and locations.]
[State how the issue has affected you and what you would like to see happen as a resolution.]
I trust that WKU values its students and community, and I hope that my concerns will be addressed promptly. Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Student ID or Reference Number, if applicable]