

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title (if applicable)]
Western Governors University
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Complaint Regarding [Specific Issue]
I hope this letter finds you well. I am writing to formally express my concerns regarding [describe the issue briefly]. As a student at Western Governors University, I believe it is important to address this matter to ensure a better learning experience for all students.
[Provide a detailed description of the issue, including relevant dates, any prior communications regarding the matter, and any individuals involved. Be clear and concise.]
I would appreciate your attention to this matter and would like to request [state your desired outcome or resolution]. I believe that addressing this issue will contribute positively to the overall environment at WGU.
Thank you for your time and consideration. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]