

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

Office of Student Services  
Wuhan University  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],  
Subject: Complaint Regarding [Specific Service Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction with the services provided by [specific department or service] at Wuhan University.

On [date of incident], I experienced [describe the issue briefly]. Despite my attempts to resolve this matter by [mention any previous communication or actions taken], I have not received a satisfactory response.

I believe that addressing this issue is crucial for [mention any impact it has on you or other students]. I kindly request that appropriate measures be taken to rectify this situation.

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

Sincerely,

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