

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

[Recipient's Name]  
[Title/Position]

XJTLU Services

[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction regarding [specific issue or service] that I experienced on [date or timeframe].

[In this paragraph, describe the issue in detail. Include any relevant facts, circumstances, and any communication you've had regarding the issue.]

Despite my attempts to [mention any steps you've taken to resolve the issue], I have not received a satisfactory resolution. This has caused [explain any inconvenience or negative impact it has had on you].

I would appreciate your prompt attention to this matter and look forward to a resolution. Please let me know how you intend to address my concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student/Staff ID (if applicable)]