

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

Admissions Office
Xi'an Jiaotong-Liverpool University
No. 111 Ren'ai Road, Suzhou Industrial Park
Suzhou, Jiangsu 215123
China

Dear Admissions Office,

Subject: Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my concern regarding [specific issue, e.g., "the delay in my application processing"].

On [date of occurrence], I [describe the event or situation related to your complaint]. Despite my attempts to resolve this matter by [mention any actions taken, e.g., contacting support, submitting documents], I have yet to receive a satisfactory response.

This situation has caused me [explain any consequences or impact], and I believe it is important to address this issue promptly. I would appreciate your insights on how this can be resolved.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]