

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

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

Dear Office of Student Services,
Subject: Complaint Regarding [Specific Service]

I am writing to formally express my dissatisfaction with the [specific service] provided by Xuan University. On [date of incident], I encountered [describe the issue in detail, including any relevant information such as location, time, and individuals involved]. Despite my attempts to address this matter through [mention any steps you have taken, such as speaking to staff or submitting a previous complaint], I have not received a satisfactory resolution. The impact of this experience has affected my [academic performance, well-being, ability to access services, etc.], and I believe it is important to bring this to your attention.

I kindly request that this issue be investigated and addressed appropriately. I would appreciate any updates regarding the steps taken to resolve this matter.

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

Sincerely,

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