

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

Office of Student Services  
Yharnam University  
[University Address]  
[City, State, ZIP Code]

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

I am writing to formally express my dissatisfaction with [specific service or situation] that I have experienced at Yharnam University. [Describe the issue in detail, including any relevant dates, locations, and individuals involved. Be concise but thorough.]

I believe this situation warrants attention because [explain the impact of the issue on you and possibly other students].

I kindly request that you address this matter with urgency and provide a resolution that ensures [state your desired outcome].

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

Sincerely,

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