

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

Office of Student Affairs
Zhejiang University
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name/Office of Student Affairs],
Subject: Complaint Submission Regarding [Brief Description of the Issue]

I am writing to formally submit a complaint regarding [specific issue]
that has occurred on [date or time frame].

[Describe the details of the issue, including any relevant facts,
individuals involved, and previous attempts made to resolve the matter.]

I believe this situation has negatively impacted my experience at
Zhejiang University, and I respectfully request [specific resolution or
action you seek].

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]