

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

Office of Student Conduct  
University of South Carolina  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I am writing to formally express my concerns regarding [specific issue], which I experienced on [date] at [location or event]. The details of the situation are as follows:

[Provide a detailed description of the incident, including any relevant facts, names, dates, and the impact it had on you or others.]

I believe this matter warrants attention because [explain why the issue is significant and how it affects you or the wider community].

I would appreciate your prompt attention to this matter and would like to request [specific action you would like taken].

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]