

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[University of Queensland]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Brief Description of Issue]

I hope this message finds you well. I am writing to formally express my concerns regarding [specific issue or complaint] that I have experienced as a student at the University of Queensland.

Details of the Issue:

- Date of incident: [Date]
- Course/Program: [Course/Program Name]
- Faculty/Staff Involved: [Names or Titles]
- Description of the issue: [Detailed explanation of the problem, including any relevant events, conversations, or impacts on your studies.]

I have attempted to address this issue directly by [explain any steps you have taken, such as speaking to a lecturer, submitting a form, etc.], but unfortunately, the situation has not improved.

I would appreciate it if you could look into this matter and provide guidance on how I can proceed to resolve this issue.

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

Sincerely,

[Your Name]

[Your Student ID Number] (if applicable)