

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

[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction regarding [describe the issue clearly and concisely]. As a VK student, I expected [mention your expectations or standards].

Despite my attempts to [mention any prior efforts made to resolve the issue], the problem remains unresolved. This situation has caused [explain the impact it has had on you, your studies, etc.].

I kindly request that you [state your desired resolution], as I believe it is a reasonable expectation given the circumstances.

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

Sincerely,

[Your Name]

[Student ID (if applicable)]