

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

Office of Student Affairs
Western Kentucky University
1906 College Heights Blvd. #11030
Bowling Green, KY 42101

Dear [Recipient's Name or "Student Affairs Office"],
Subject: Formal Complaint Regarding [Brief Description of the Complaint]

I am writing to formally address my concerns regarding [describe the issue briefly, e.g., a specific incident, policy, or treatment]. This situation occurred on [date of the incident] and involves [mention individuals or departments involved, if applicable].

[Provide a detailed explanation of the complaint, including relevant facts, events, and your perspective. Be specific about how the situation has impacted you or your educational experience, and include any steps you have taken to resolve the issue informally.]

I believe that this matter requires your attention because [explain why this issue is important and what you hope will be done to resolve it]. I appreciate your attention to this matter and look forward to your prompt response. Thank you for taking the time to consider my complaint.
Sincerely,

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