

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

[Date]
[Recipient's Name]
[Title]
[Name of the College/University]
[Address of the College/University]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my concern regarding [specific issue] that I have encountered at [Name of the College/University].

[Describe the issue in detail, including any relevant dates, locations, and individuals involved. Explain how it has affected you or others.]

I believe this matter requires your attention because [explain why this issue is important and the impact it has on students/college].

I kindly request that you look into this issue and provide a resolution [suggest any possible solutions if applicable]. I hope to see positive changes that will enhance the experience for all students at [Name of the College/University].

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]