

# Letter of Concern Regarding Course Discrepancies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally address a concern regarding discrepancies I have noted in the [Course Name] that I am currently enrolled in. It has come to my attention that [briefly describe the discrepancies, e.g., "the syllabus does not align with the course materials," or "the assessment criteria seem inconsistent with the stated learning objectives"].

As a dedicated student, I believe that clarity and consistency are vital for a productive learning environment. Therefore, I kindly request a review of these concerns to ensure that all students can achieve their academic goals effectively.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program Name]