

Course Syllabus Mismatch Complaint

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Institution's Name]
[Institution's Address]

Subject: Complaint Regarding Course Syllabus Mismatch

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention a concern regarding the syllabus for the course [Course Title] that I am currently enrolled in. I have noticed several discrepancies between the syllabus provided at the beginning of the term and the actual content and schedule being followed in class.

Specifically, the following areas do not align:

1. [Specify the first discrepancy]
2. [Specify the second discrepancy]
3. [Specify any additional discrepancies]

These mismatches have caused confusion and misunderstandings regarding assignments and course expectations. I believe it is important for students to have a clear and accurate understanding of the course structure to succeed.

I kindly request a review of the syllabus and clarification on these matters. Your attention to this issue would be greatly appreciated, as it will help ensure a more productive learning environment for all students enrolled in this course.

Thank you for considering my complaint. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]