

# Complaint Regarding Policy Changes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the recent changes to the policies at [Institution Name]. As a [student/parent/member of the community], I believe that these changes may adversely affect the quality of education and overall experience for students.

Specifically, I am concerned about [briefly outline specific policy changes]. These changes seem to [explain how these changes impact students, such as academic performance, emotional well-being, etc.].

I strongly believe that the administration should reconsider these modifications and seek input from students, parents, and faculty to ensure a collaborative and beneficial educational environment.

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]