

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my concerns regarding the quality of teaching in the [specific course or program] that I have been a part of.

Over the past [duration], I have observed several issues that I believe are impacting the learning experience. Specifically, [briefly outline specific instances or problems, e.g., lack of engagement, unclear instruction, inadequate materials]. These challenges are making it difficult for students to grasp the necessary concepts and achieve their academic goals.

I appreciate the efforts that the faculty have been making; however, I believe that addressing these concerns could significantly enhance the educational experience for all students. I would appreciate the opportunity to discuss these matters further and explore potential solutions.

Thank you for considering this feedback. I hope we can work together to improve the educational services provided.

Sincerely,  
[Your Name]  
[Your Contact Information]