

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

[Recipient Name]
[Title/Position]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my objection regarding what I believe to be unfair treatment encountered by [Student's Name or Subject of Concern] in the educational services provided at [Institution Name].

On [specific date(s)], [specific incident or policy] occurred, which I feel disproportionately affected [Student's Name]. This treatment appears to be in violation of [specific policy or principle, if applicable], thereby raising concerns about equity and fairness within [Institution Name].

I kindly request that you review this matter and consider possible resolutions to ensure that all students are afforded equitable access and treatment in the educational environment.

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

Sincerely,
[Your Name]