

# Student Complaint Regarding Academic Issues

Date: [Insert Date]

To,

[Recipient's Name]  
[Recipient's Title]  
[Institution Name]  
[Institution Address]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding certain academic issues that I have encountered during the [semester/academic year] at [Institution Name].

My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major]. I have been facing the following issues:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

I have attempted to resolve these issues through [mention any previous attempts, e.g., discussions with professors, academic advisors, etc.], but unfortunately, no satisfactory resolution has been achieved.

I kindly request that you look into this matter at your earliest convenience. I believe that addressing these issues is essential for my academic success and well-being.

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

Sincerely,

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