

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

[Recipient Name]
[University Name]
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding unfair treatment I have experienced in [Course/Subject Name] under the instruction of [Faculty Member's Name]. As a dedicated student, I believe it is essential to address these issues to ensure a fair and equitable learning environment.

On [specific date], [briefly describe the incident or situation]. This experience has negatively impacted my academic performance and overall well-being.

I have tried to resolve this matter directly with [Faculty Member's Name] by [mention any steps you took, e.g., meeting with them, sending emails], but I feel that my concerns were not adequately addressed.

I kindly request that this matter be investigated and handled accordingly. I appreciate your attention to this serious issue and look forward to your prompt response.

Thank you for your time.

Sincerely,
[Your Name]
[Your Student ID Number]