

Complaint regarding Inadequate Campus Services

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

[Recipient Name]
[Title]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally bring to your attention my concerns regarding the inadequate campus services at [University Name]. As a student in the [Your Program/Department] program, I have encountered several issues that have negatively impacted my academic experience.

Specifically, the [mention specific service issues, e.g., library hours, food services, maintenance issues]. These problems have caused significant inconvenience for myself and my fellow students. For example, [provide a specific example of an incident or experience].

I believe it is essential for the university to address these concerns to ensure a conducive learning environment for all students. I kindly request that you look into this matter and take appropriate actions to improve the campus services.

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

Sincerely,
[Your Name]
[Your Student ID]