

University Management

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Subject: Complaint Regarding Campus Facilities

Dear [University Management/Specific Person's Name],

I hope this message finds you well. I am writing to formally express my concerns regarding the current state of the campus facilities, which I believe require immediate attention. As a student of [Your Program/Department], I have encountered several issues that I feel need to be addressed.

Firstly, the [specific facility, e.g., library, gym, study areas] has been facing [describe the issues, e.g., cleanliness, malfunctioning equipment, lack of resources]. This has significantly affected the ability of students to [explain the impact on student experience, e.g., study effectively, engage in physical activities].

Additionally, I have observed that [mention any other related issues, e.g., lack of proper maintenance, overcrowding, inadequate seating]. These problems hinder our educational experience and overall satisfaction with the campus environment.

I kindly urge you to address these matters at your earliest convenience. It is crucial for the university to provide facilities that support our learning and well-being. I am confident that with your attention, we can enhance the quality of the campus for all students.

Thank you for considering my feedback. I look forward to your response and to seeing positive changes implemented soon.

Sincerely,

[Your Name]

[Your Student ID]