

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

Office of Student Affairs
University Name
University Address
City, State, Zip Code

Dear [Recipient's Name / Department Name],

I am writing to formally express my grievance regarding the services provided by [specific department or service] at [University Name]. Despite my attempts to address this issue informally, I feel compelled to escalate my concerns due to [briefly describe the issue, e.g., lack of support, unresponsive staff, etc.].

On [specific date(s)], I experienced [describe specific incidents or issues]. I believe this situation has negatively affected my academic experience and overall satisfaction with the university. [Explain how this has impacted you, e.g., delays in services, lack of access to resources, etc.].

I would appreciate your attention to this matter and request a formal investigation into the issue. I am hopeful for a resolution that can improve the services for myself and future students.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Student ID]