

Official Complaint to University Officials

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [describe the issue briefly, e.g., "the inadequate response to my concerns raised in relation to Professor X's conduct"].

[Expand on your issue here, including any specific dates, incidents, and the impact it has had on you. Attach relevant documents if necessary.]

Despite my efforts to resolve this matter informally by [briefly mention any prior communications or meetings], I feel that the situation has not improved. Therefore, I am compelled to submit this formal complaint.

I kindly request that you look into this matter promptly and provide a written response outlining how you intend to address my concerns.

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

Sincerely,

[Your Name]