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Complaint Letter For Students

**[Your Name]**[Your Student ID (if applicable)]  
[Your Course or Year]  
[Your Contact Information]  
[Date]

[Recipient’s Name or "Head of Department/School Administrator"]  
[Their Position]  
[Department or School Name]  
[Institution Name]

Dear [Recipient's Name or "Sir/Madam"],

I am writing to express my concern regarding [briefly state the nature of your complaint, such as "the condition of the facilities in the Science Building" or "the handling of course schedules by the administration"]. This issue has significantly impacted my [and other students’] educational experience, and I feel it is imperative to bring it to your attention.

Specifically, I have observed the following problems:

* [Detail problem #1, e.g., "The air conditioning in the main lecture hall has not been functioning for the past two weeks, resulting in an uncomfortable learning environment."]
* [Detail problem #2, e.g., "There has been a lack of communication regarding the changes in the course schedule, causing confusion and conflicts with other commitments."]
* [Add more details if necessary].

I understand that addressing such issues can be challenging, but I believe it is crucial for ensuring that all students have access to a conducive learning environment. Therefore, I respectfully request [mention any specific actions you are hoping will be taken, e.g., "a timely repair of the facilities" or "a more transparent communication process regarding academic scheduling"].

I am eager to work with you to find a resolution and am available to discuss this matter further at your convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding and cooperation.

**Sincerely,**

[Your Signature (if sending a hard copy)]  
[Your Printed Name]