
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]