



**FORMAL COMPLAINT LETTER**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director/Head/Coordinator/In-charge  
This University

Sir/Madam:

**Subject of Complaint** (include the Name of the Student, Year and Section)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provision in the Norms of Conduct Violated by the Student/s** (must include the Recommended Sanction by the Instructor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Brief Narration of Facts and Circumstances**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Final Word**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully yours,

Signature: \_\_\_\_\_  
Printed Name of Complainant: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Witnesses: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Enclosed:

Evidence:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_