



FORMAL COMPLAINT LETTER

Date: _____

NAME

Head, Student Discipline/ Coordinator, Student Discipline
Name of Campus

Sir/Ma'am,

Subject of Complaint:

Name of Student : _____
College : _____
Year and Section : _____

Provision in the Norms of Conduct Violated by the Student/s: *(This must include the sanction recommended by the complainant).*

Brief Narration of Facts and Circumstances:

Final Word:

Respectfully yours,

Signature over Printed Name of Complainant
Contact Number: _____
Email Address: _____

Witnesses: 1. _____
2. _____
3. _____

Enclosed Evidences: 1. _____
2. _____
3. _____