Department of Creative Arts,

Faculty of Arts,

University of Lagos,

10th of December, 2024.

The Director of CITS,

University of Lagos,

Akoka Yaba,

Lagos State.

Dear Sir,

**LETTER OF COMPLAINT FOR CONVOCATION FEE NOT REFLECTING**

I, **GABRIEL-OGAH Abigael Eshomonu,** a graduate of the Department of Creative Arts with matriculation number **170108008,** have a complaint to make concerning a convocation fee of a sum of Twenty-Seven thousand Naira (₦27,000.00) which did not reflect on my portal. I was unable to further my certificate collection process because I do not have the receipt for the ₦27,000 which is not on my portal.

I will be very grateful sir if this issue is resolved in earnest to continue my certificate clearance, sir.

Yours Sincerely,

Gabriel-Ogah Abigael Eshomonu

09094931732.