

Date: October 21, 2024

To: VP Academic Affairs

Subject: report

Issue Date: October 21, 2024

Urgency:

Type: report

Description:

I am writing to formally lodge a complaint regarding the excessive construction noise that has been continuously disrupting classes over the past two weeks. The construction work near the west wing of the campus, particularly during school hours, has made it extremely difficult for students to focus in class and for teachers to conduct lessons effectively. The constant loud drilling and machinery operations are affecting the learning environment, causing stress and distraction among students and faculty alike. While we understand the importance of maintaining and improving school facilities, I kindly request that construction activities be scheduled outside of peak classroom hours or during school breaks to minimize the impact on ongoing classes. The current situation is affecting academic performance and overall well-being, which I believe can be avoided with better planning. I trust that this matter will be given prompt attention, and I look forward to a resolution that ensures a conducive learning environment for everyone on campus.

Sincerely,

Your Name