**[Student name]**

**[Student ID number]**

**[Student address Line 1]**

**[Student address Line 2]**

**[Student email]**

Student Integrity Officer

Federation University Australia

PO Box 663

Ballarat, VIC 3353

**[01/01/2024]**

Dear Student Integrity Officer,

Re: Formal Complaint

I am writing to you today as I wish to make a formal complaint about **[brief description of complaint]**. I have already taken the initial steps to resolve this informally with **[person/department/position]**, however up to this point they have failed to resolve the problem and so I am taking the action to raise my concerns with you. Below I have outlined my complaint in a brief timeline for your information.

**[In this next section it is important to clearly explain;**

**\*Your concern in as much detail as possible, e.g. course title, program code (if it relates to your course), name of people involved, location, time, dates etc. We recommend writing this as a timeline if the situation was complex or went on for a long time.**

**\*How has this impacted you? Academically and/or personally?**

**\*What steps you have taken to resolve this issue? What is the outcome so far?]**

I am writing this letter with the hope that my complaint will be resolved, I am requesting the following outcomes:

**[Describe the outcome you are seeking? What do you feel needs to occur for the problem to be resolved?]**

**List of supporting documents**

**[Include a list of any evidence or documents that you will attach with your complaint]**

I appreciate the time you have taken to read this letter and consider the grievance that I have contacted you about. If you have any additional questions or would like to speak further about resolution options, I can be contacted on **[your contact details].** I would like to have this resolved as quickly as possible so that I can continue my studies.

Thank you for considering my case.

Yours faithfully,

**[Student name]**

**[Student number]**