To

[The Recipient]  
[Department]

Dear Dean,

I am writing this letter to lodge a complaint against Mr. Peter Wayne, assistant professor, sociology department.

Mr. Wayne has been teaching us for the last two months, and as a class, we have experienced many issues with him. Mr. Wayne lacks organizational skills, which has resulted in the shuffling of many students’ assignment marks as well as he has lost a few of the assignments thrice.

In addition, me, and my classmates, are also not satisfied with his knowledge and understanding of the subject. Often, many questions of the students go unanswered by him during the lecture, and hence, many concepts are unclear. We have almost reached half of the semester, and we see our grades in this subject in jeopardy.

We respect him as a teacher, but as a class representative, it is my duty to communicate the concerns to the management. We request you to give us a solution to this problem, as the ABC course being taught by him is one of the most important courses of our degree. Kindly, either change our professor or provide an additional teacher with him, so that we can reach out to him for any help.

Thank you for your understanding. I am attaching a signed consent of the complete class to allow me to write this letter.

Regards,

William Shayne.