*Date*

**Name :**

**Student Number:**

**Email:**

*[Name of Contact Person]*

*[Title]*

*[Faculty and/or Department]*

University of New Brunswick, Fredericton Campus

Dear [*Insert name of individual receiving complaint. If unsure, write “To whom it may concern”*],

I am contacting you today as a [*1st, 2nd, 3rd, 4th, etc.*] year student in [*course name and number*] taught by [*professor/instructor’s name*] during the [*fall, winter, or summer semester*] of [*academic year*]. I [*chose or needed*] to take this course as a(n) [*elective or mandatory component*] of my degree program.

*Please describe your experience in this course (timeline). Be sure to include important details, including what happened and how it affected your learning. Be factual. Focus on how you were impacted by this experience. If other students in your course have expressed similar experiences, you should consider asking them to participate in preparing the letter and add their names to the submission.*

 *Consider these prompting questions:*

* *What impact has this had on your studies?*
* *How did your experience compare to other experiences at UNB and/or your expectations?*
* *What steps (if any) have been taken to talk to the instructor and/or address your concerns?*
* *Do you feel comfortable approaching the instructor and/or addressing your concerns with them? Why/why not?*
* *Does this situation pose an immediate threat to your personal safety? If so, how?*
* *What could be done to remedy this situation?*

*Optional: [I would appreciate it if this submission remained anonymous to the course instructor, until the completion of this course.]*

Sincerely,

*Your name (& others who may be co-writing the letter).*