

Academic Professional Response

Subject: Acknowledgement of Your Academic Concern - Student ID: [ID Number]

Dear [Student/Parent Name],

We have received your complaint dated [date] regarding [academic/administrative issue] and want to acknowledge your concerns about your educational experience at our institution.

Your complaint has been referred to the appropriate department for review:

- Academic matters: Academic Affairs Office
- Administrative issues: Student Services
- Faculty concerns: Department Chair
- Policy violations: Student Conduct Office

We are committed to providing a positive educational environment for all students and take all complaints seriously. Our review process will include a thorough examination of the circumstances you described and consultation with relevant faculty and staff members.

As part of our investigation, we may need to schedule a meeting with you to gather additional information and discuss potential resolutions. We will contact you within [timeframe] to arrange this meeting if necessary.

Please be assured that there will be no retaliation for filing this complaint in good faith. Our institution is committed to addressing student concerns fairly and promptly while maintaining academic integrity.

We will provide you with a written response detailing our findings and any actions taken within [timeframe]. If you have any questions during this process, please contact [contact person] at [contact information].

Respectfully,

[Name]

Student Affairs Director

[Institution Name]

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