To

[The Recipient Name]  
[Department Name]  
[University Name]

Subject: Complaint against the unprofessional attitude of [Professor Name]

Dear Sir,

My name is Joseph and I am a student of BS Sociology, currently studying in the 4th semester. I have been studying here at this university for the last two years and this period is marked by wonderful knowledge about various courses we are being taught by our respected professors. It is due to their hard work coupled with a nice attitude that I am satisfied with the quality of education being imparted in this university.

Through this letter, I wish to inform you about the unprofessional behavior of one of the professors, named Mr. Johnson. He was placed as a substitute for our mathematics professor after his sickness. I am very sorry to say that the substituted professor is lagging far behind in terms of professional behavior. He seems totally unprofessional and is not that serious while teaching us.

First of all, I have hardly seen him starting the lecture on time. He gets late by 10 to 15 minutes on daily basis and instead of making the deficiency of wasted time, he leaves the class earlier as well. Moreover, instead of teaching us, he usually sits in the class and keeps sitting there for the whole time. Due to this reason, we are far behind other sections. They have completed the almost full course while we have completed half of it. In addition, he puts an extra burden on us in the form of extra assignments and it becomes really hard for us to spare time for other subjects.

Respected sir, we have decided to write you this letter because we believe that you are the only person who can solve our problem. By means of his unprofessional attitude, the said professor has proved himself disastrous for us. We again request you to take some necessary steps in this regard so as to resolve our issue on a priority basis. We shall be very thankful to you.

Yours affectionately,  
[XYZ]