

Maastricht University, SSC
Attn. Complaints Service Point
P.O. Box 616
6200 MD MAASTRICHT
THE NETHERLANDS

[Your own address]

[Phone number]

[Email address]

[Date]

Subject: [Appeal / Objection] against the decision of [date] *
or [Complaint] concerning [...]

* Where and within which period of time you can file an appeal / objection is usually mentioned at the bottom of a decision.

Dear sir/madam,

1. Immediately address the subject of your letter. Please be as clear as possible. If you are referring to a specific occurrence, mention the place and time.

E.g.: Hereby I [appeal / object] against the decision of which I attached a copy to this letter.
or Hereby I would like to file a complaint against / about [the conduct of ...] which happened at [place, time].

2. Describe concisely and carefully your complaint and/ or view on the issue. Explain why you do not agree with the decision and if necessary attach documents to substantiate your plea.

3. Make clear what you are expecting. What do you wish to accomplish with your appeal / objection / complaint?

4. Provide relevant background information.

I look forward to your further notice.

Sincerely,

[Signature]

[Name]

[Student-id]

[Study programme, Faculty]

Enclosure(s):

- Copy of the decision of [date]

- If necessary: other documents to substantiate your appeal / objection / complaint