



Name : Aima Razzaq
Discipline : Radiology
Subject : Communication Skills
Date: April 23, 2025

*Department of Radiology, Khyber Medical University
Institute of Health Sciences, Islamabad*

Name: Aima Razzaq

Subject: Complaint About Inadequate Facilities in University

To,
The Doctor,
Khyber Medical University
H.S. Islamabad.

Respected Sir,

I am Aima Razzaq, a student of BS Radiology at Higher Medical University. I am writing to complain about two facilities on campus, including inadequate seating, unhygienic bathrooms, and unreliable internet. These issues are disrupting our learning environment and need immediate attention. I request that necessary steps be taken to improve these facilities.

Yours Sincerely,
Aima Razzaq

C's of Effective Communication:

1. Concrete

(Deliver accurate and relevant formal information)

- Example: *"I am a student of Radiology at MNI University."*

2. Clean

(Directly address the issue with specific examples)

- Example: *"I am writing to complain about inadequate seating and unhygienic bathrooms in Block B."*

3. Coherent

(Connect problems to their effects logically)

- Example: *"These issues are disrupting our studies and require immediate attention."*

4. Concise

(Keep the message brief and to the point)

- Avoid unnecessary details; focus on key points.

5. Courtesy

(Politely request action without aggression)

- Example: *"I kindly request prompt resolution of these concerns."*

6. Completeness

(Include all necessary details for clarity)

- Ensure the recipient has enough context (e.g., location, frequency of issues).