

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Title/Position]
[Institution/Department Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Subject: Grievance Regarding [Brief Description of the Issue]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my grievance regarding [specific issue] that occurred on [date] in relation to [briefly describe context, e.g., class, examination, or interaction with staff].

[Explain the issue in detail - provide context, what transpired, and how it affected you. Include specific examples, dates, and any witnesses if applicable.]

I have attempted to resolve this matter informally by [mention any steps taken, such as discussions with faculty, peers, or administrative staff], but unfortunately, the issue remains unresolved.

I kindly request that you investigate this matter and provide a resolution. I believe that addressing this grievance will not only benefit me but also contribute to [mention any broader implications such as the improvement of departmental policies, student wellbeing, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Program/Department]