

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

The Registrar  
Jharkhand University  
[University Address]  
[City, State, Zip Code]  
Subject: Academic Grievance Letter

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally address an academic grievance pertaining to [briefly describe the nature of the grievance, e.g., examination results, unfair treatment, etc.].

I am [Your Full Name], a student of [Your Course/Program Name] with the enrollment number [Your Enrollment Number]. I wish to bring to your attention the following issues:

1. **\*\*Description of the Grievance\*\***:

[Provide a detailed account of the issue, including relevant dates, names of individuals involved, and any evidence you may have.]

2. **\*\*Impact of the Issue\*\***:

[Explain how this grievance has affected your academic performance or well-being.]

3. **\*\*Previous Attempts to Resolve\*\***:

[Mention any steps you have taken to resolve the issue informally, including discussions with faculty or administration.]

Given the circumstances, I kindly request the university to [state your desired outcome, e.g., re-evaluation of an exam, a hearing for your grievance, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Course/Program Name and Year]