

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

The Grievance Redressal Cell
KTU (Kerala Technological University)

[University Address]
[City, State, Zip Code]

Subject: Grievance Application

Dear Sir/Madam,

I am [Your Name], a student of [Your Course/Program] with enrollment number [Your Enrollment Number]. I am writing to formally address a grievance regarding [briefly mention the issue, e.g., academic concerns, facilities, etc.].

[Provide a detailed description of the issue, including any relevant dates, interactions, and how it has affected you. Be concise but thorough in explaining the context.]

I kindly request that the concerned authorities look into this matter and take appropriate action to address my grievance.

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

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Name]

[Your Course/Program]

[Enrollment Number]