

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

The Grievance Redressal Committee
Lucknow University
[University Address]

Lucknow, Uttar Pradesh, [PIN Code]

Subject: Academic Grievance Submission

Dear Members of the Grievance Redressal Committee,

I hope this letter finds you well. I am writing to formally submit an academic grievance related to [briefly describe the issue, e.g., grading, examination process, academic misconduct, etc.] that occurred during [specify term/semester/year] in the [specific department or course name]. [Provide a detailed description of the issue, including any relevant dates, occurrences, and the persons involved. Mention how this issue has impacted your academic progress or well-being.]

I have attempted to resolve this matter directly by [mention any previous steps you took, such as speaking to a professor, department head, or academic advisor], but unfortunately, the issue remains unresolved. I kindly request the committee to review my grievance and provide guidance on how to proceed. I believe that a fair evaluation of my situation will lead to a positive resolution.

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

Sincerely,

[Your Name]

[Your Student ID]