

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

[Recipient's Name]
[Institution's Name]
[Department]
[Institution's Address]
[City, State, ZIP Code]

Subject: Dispute Resolution for PGDM Issues

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally dispute several issues related to my Post Graduate Diploma in Management (PGDM) program, specifically concerning [briefly outline the issues, e.g., grades, course content, administrative processes].

Details of the Dispute:

1. ****Issue 1****: [Describe the first issue in detail, including relevant dates, communications, and any supporting evidence.]
2. ****Issue 2****: [Describe the second issue, if applicable, in similar detail.]
3. ****Issue 3****: [Continue as necessary for additional issues.]

I have attempted to resolve these matters amicably through [mention any previous discussions, meetings, or communications with relevant staff or faculty]. However, I believe that further action is necessary to reach a satisfactory resolution.

I kindly request the following:

- [Specify what you are seeking as a resolution, e.g., a review of grades, clarification on policies, etc.]
- [Any additional requests related to other issues outlined above.]

I believe that a fair resolution would be beneficial for both myself and the institution, and I look forward to your prompt attention to this matter. I am hopeful that we can resolve this amicably and without the need for further escalation.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]
[Your Student ID, if applicable]
[Attach any supporting documents if necessary]