

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

[Recipient's Name]  
[Title]  
[Office/Department Name]

Washington University in St. Louis

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

Dear [Recipient's Name],

I am writing to formally express my grievance regarding [briefly state the issue, e.g., discrimination, unfair grading, lack of support, etc.]. My concerns specifically relate to [provide a brief explanation of the situation, including relevant dates, individuals involved, and any pertinent details].

Despite my attempts to address this issue through [mention any previous attempts to resolve the issue, such as meetings or discussions], I feel that my concerns have not been adequately addressed. [Explain how this issue has affected you, academically or personally.]

I believe it is essential for the university to uphold its values of [mention any relevant university values or policies]. Therefore, I am requesting [state what action you would like to see taken, e.g., a meeting, investigation, policy change].

I appreciate your attention to this matter and hope for a timely and fair resolution.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]