

[Your Name]
[Your Student ID]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[University Department]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Grievance Submission

I hope this letter finds you well. I am writing to formally submit a grievance regarding [briefly state the issue, e.g., academic misconduct, unfair grading, harassment, etc.].

Details of the Grievance:

1. ****Description of Incident****: [Provide a detailed description of the situation, including dates, locations, and individuals involved.]
2. ****Impact****: [Explain how this issue has affected you academically or personally.]
3. ****Previous Actions Taken****: [Mention any steps you've taken to resolve the issue, such as discussions with faculty, advisors, etc.]

I believe that this issue requires attention because [state reasons and any relevant policies or regulations].

I kindly request a formal investigation into this matter and would appreciate your guidance on the next steps in this grievance process. Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID]