

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department/Office Name]
[College/University Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Grievance Regarding [Brief Description of the Issue]

I hope this letter finds you well. I am writing to formally express my grievance regarding [specific issue] that I have encountered during my time at [College/University Name].

[Provide a detailed description of the issue. Include dates, locations, names of individuals involved, and any other pertinent information that supports your grievance.]

I have attempted to resolve this matter by [mention any actions you have taken, such as speaking to faculty, attending meetings, etc.], but unfortunately, the issue remains unresolved.

I believe that my concerns warrant attention and action. I kindly request that you [state what resolution you are seeking or action you want taken].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Student ID Number (if applicable)]
[Your Program/Department]