

Grievance Redressal Procedure for Students

Date: [Insert Date]

To,
[Recipient Name]
[Position]
[Institution Name]
[Institution Address]

Dear [Recipient Name],

I am writing to formally submit a grievance regarding [briefly describe the nature of the grievance, e.g., academic issues, unfair treatment, etc.].

The details of my grievance are as follows:

- **Nature of Grievance:** [Detailed description]
- **Date of Incident:** [Insert Date]
- **Involved Parties:** [List names or departments if applicable]
- **Previous Actions Taken:** [Describe any prior steps taken to resolve the issue]

I believe that this grievance is significant because [explain the impact it has on your academic life or well-being]. I kindly request that this matter be addressed as per the grievance redressal procedure outlined by our institution.

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

Sincerely,
[Your Name]
[Your Student ID]
[Your Program/Department]
[Your Contact Information]