

Grievance Letter Regarding Unfair Academic Suspension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the academic suspension I recently received on [date of suspension]. I believe this decision was made unfairly based on [briefly explain grounds of suspension, e.g., misunderstanding, lack of evidence, etc.].

Throughout my time at [Institution Name], I have consistently [mention any achievements, good grades, or contributions]. I am committed to my education and have always strived to meet the academic standards set forth by the institution.

I kindly request a review of my case, as I believe there are factors that have not been fully considered, including [list any relevant factors, evidence, or witnesses]. I am hopeful that you will find merit in my request and reconsider the decision regarding my suspension.

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

Sincerely,

[Your Name]