

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Title

Institution Name

Institution Address

City, State, Zip Code

Subject: Grievance Regarding Course Outline

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my grievance regarding the course outline for [Course Name/Code] that is being offered in [Semester/Year].

Upon reviewing the course syllabus, I have identified several discrepancies and concerns that I believe could significantly impact the learning experience. These include:

- Inadequate coverage of essential topics such as [Specific Topics].
- Lack of detailed assessment criteria, making it difficult for students to understand expectations.
- Discrepancies between the stated course objectives and actual content delivery.

I kindly request a meeting to discuss these issues further. My goal is to find a resolution that enhances the educational experience for myself and my fellow students.

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

Sincerely,

Your Name