

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance regarding the unfulfilled educational services promised by [Institution's Name] for the course [Course Name or Program]. Despite my enrollment and payment of the requisite fees, I have encountered several unresolved issues that have hindered my educational experience.

The primary concerns include:

- Inadequate access to learning materials and resources.
- Frequent cancellation or rescheduling of classes without proper notification.
- Lack of communication from faculty regarding important course updates.

These issues have not only caused significant inconvenience but have also adversely affected my academic performance and faith in the institution's commitment to its students.

I kindly request a thorough investigation into these matters and prompt action to rectify the issues. I believe that satisfactory measures can be taken to restore the educational services promised during my enrollment.

Thank you for your attention to this serious matter. I look forward to your swift response and a resolution to my grievance.

Sincerely,

[Your Name]