

Student Grievance Letter

Date: [Insert Date]

To,

[Recipient Name]

[Title]

[Department/Office Name]

[Institution Name]

[Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally express my grievance regarding the conduct of [Faculty Member's Name], a faculty member in the [Department/Subject area] at [Institution Name].

On [insert date(s) of incident(s)], I experienced [describe the specific incident or behavior]. This situation has impacted my [academic performance, emotional well-being, etc.], and I believe it is important to bring this matter to your attention.

Specifically, I would like to highlight the following points:

- [Point 1: Description of the incident or behavior]
- [Point 2: How it affected you]
- [Point 3: Any witnesses, if applicable]

I have attempted to resolve this issue informally by [explain any steps taken, such as discussions with the faculty member], but unfortunately, the situation has not improved.

I kindly request that you look into this matter and provide guidance on possible next steps. I am hopeful that we can reach an understanding that promotes a respectful and constructive learning environment.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]