

Student Grievance Resolution Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Department]

[University Name]

[University Address]

Subject: Grievance Resolution for Academic Dispute

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address a grievance concerning an academic dispute that I have encountered during the [specific course name, semester]. I am a student in [your program/major] and my student ID is [Your Student ID].

The issue arose on [date of incident], regarding [describe the nature of the dispute, including relevant details and individuals involved]. I believe that the situation has adversely impacted my academic progress and fair assessment in the course.

I have already attempted to resolve this matter informally by [mention any previous attempts to resolve the issue, such as meetings or discussions with the instructor or department]. Unfortunately, this has not led to a satisfactory resolution.

I kindly request your assistance in further addressing this grievance. Please let me know a convenient time to meet and discuss this matter further, or if there are any specific forms or procedures I need to complete as part of this process.

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

Sincerely,

[Your Name]

[Your Student ID]