

# University of [University Name]

## Office of Student Affairs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of Student Affairs

[University Address]

[City, State, Zip Code]

### **Subject: Grievance Resolution for Administrative Errors**

Dear [Recipient's Name/Title],

I hope this message finds you well. I am writing to formally address a grievance regarding an administrative error that has affected my academic standing/enrollment status at [University Name].

On [Date of Error], I discovered that [describe the specific administrative error, e.g., incorrect tuition charges, misplaced registration, etc.]. This error has led to [explain how the error has impacted you, e.g., financial distress, inability to register for classes, etc.].

Given the circumstances, I kindly request a review of my case and an appropriate resolution to rectify this matter. I have attached relevant documentation that supports my claims, including [list any documents, e.g., emails, receipts, etc.].

I appreciate your attention to this issue and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your support.

Sincerely,

[Your Name]

[Student ID Number]