

Grievance Resolution for Discrimination Complaints

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally file a grievance regarding an incident of discrimination I have experienced as a student at [University Name]. The incident occurred on [Insert Date of Incident], and it has caused me significant distress.

Details of the Incident:

[Provide a detailed description of the incident, including what occurred, where it took place, and any individuals involved.]

This experience has made me feel [describe feelings or effects caused by the discrimination], which I believe is contrary to the values of [University Name]. I am aware of the university's policies regarding discrimination and would like to seek a resolution to this matter.

I kindly request an investigation into this incident and would appreciate any support or resources that the university can provide during this process. I hope to pursue a resolution that ensures a safe and inclusive environment for all students.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]