

# University Name

Office of Student Affairs

Date: [Insert Date]

To,

Dean of Students

[University Name]

[University Address]

Subject: Grievance regarding Exam-related Issues

Dear [Dean's Name],

I hope this letter finds you well. I am writing to formally address my grievance regarding the [specific exam] that took place on [exam date]. My name is [Your Name], and I am a [Your Year, e.g., second-year] student in the [Your Program, e.g., Bachelor of Arts in Sociology] program.

My grievance primarily concerns [briefly describe the issue, e.g., unfair questions, exam process issues, inadequate facilities, etc.]. I believe this has significantly impacted my performance and does not reflect my knowledge of the subject matter.

I kindly request a review of my situation and would appreciate any steps that can be taken to address these concerns. I am attaching [any relevant documents, e.g., exam paper, email correspondence, etc.] for your reference.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]