

# Grievance Resolution Letter

Date: [Insert Date]

To: [Name of Faculty Member]

Department: [Department Name]

[University Name]

[University Address]

Dear [Faculty Member's Name],

I hope this message finds you well. I am writing to formally address a grievance regarding an incident that occurred on [insert date] during [insert course name or activity], which I believe constitutes faculty misconduct.

The following details outline the incident in question:

- **Incident Description:** [Briefly describe the incident]
- **Date & Time:** [Insert Date and Time]
- **Location:** [Insert Location]

This incident has affected my [academic performance/mental well-being, etc.], and I believe it is essential to address this matter to ensure a respectful and conducive learning environment for all students.

I kindly request a meeting to discuss this issue further, as well as any steps that may be taken to resolve this grievance. I hope we can reach an understanding that upholds the values of [University Name].

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

Sincerely,

[Your Name]

[Student ID]

[Your Email]

[Your Phone Number]