

Grievance Resolution Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Office of Student Housing

[University Name]
[University Address]
[City, State, Zip Code]

Dear [Housing Administrator's Name],

I am writing to formally address a grievance regarding my housing situation at [University Name]. I am currently residing in [Your Residence Hall/Apartment], and I have encountered several issues that have significantly affected my living experience and academic performance.

- [Briefly describe the first issue, e.g., maintenance problems, noise complaints, etc.]
- [Briefly describe the second issue, if applicable.]
- [Optional: Briefly describe any additional issues.]

Despite my previous attempts to resolve these matters by [mention any previous communications or actions taken], the issues remain unaddressed. I believe that these problems are not only affecting my quality of life but also my ability to focus on my studies.

I kindly request your assistance in resolving these issues promptly. I am open to discussing this matter further and exploring potential solutions that can be implemented.

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

Sincerely,

[Your Name]
[Your Student ID]
[Your Major/Program]