

# Student Grievance Resolution for Mental Health Services

Date: [Insert Date]

To: [Recipient's Name]

[Position]

[Department/Office Name]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a student in the [Your Program] at [University Name], with student ID number [Your Student ID]. I am writing to formally express my concerns regarding the mental health services provided by the university.

On [specific date], I [briefly describe your experience with the mental health services, including any specific incidents, treatment received, or lack of adequate services]. This experience has negatively impacted my mental health and academic performance.

Despite my efforts to address these issues informally by [mention any previous communication with staff or services, if applicable], I feel that my concerns have not been adequately addressed. Therefore, I am reaching out to seek a resolution to my grievances.

I kindly request [specific action you would like to see taken, such as a meeting to discuss further, improvements to services, etc.]. I believe that addressing these issues will not only benefit myself but also help improve the mental health services for all students at our university.

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

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Program and Year]