

Grievance Resolution Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Title]

[University Name]

[University Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a grievance concerning personal safety issues that I have recently experienced as a student at [University Name].

On [insert date], I encountered a situation that has raised significant concerns regarding my safety. [Briefly describe the incident, including specifics such as location, time, and any people involved. Explain the impact this incident has had on your well-being].

As a dedicated student, I believe that a safe and secure environment is essential for academic success. I am requesting the university to investigate this matter thoroughly and implement measures to ensure the safety of all students, including [suggest any specific actions or improvements that could be made].

Thank you for your attention to this important matter. I look forward to your prompt response and a resolution that prioritizes the safety and well-being of all students at [University Name].

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]