

Grievance Resolution Letter

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Department/Organization Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a grievance concerning a conflict within the [Name of the Student Organization] at [University Name]. As an involved member, I have encountered issues that I believe necessitate your attention.

The concerns primarily involve [briefly describe the issue, e.g., leadership disputes, communication breakdowns, etc.]. This situation has led to [explain the impact of the issue on the organization or personal experience, e.g., disruptions in activities, feelings of exclusion, etc.].

I have attempted to resolve this matter informally by [mention any previous attempts to address the issue, e.g., discussions with members, meetings, etc.]. Unfortunately, these efforts have not resulted in a satisfactory outcome.

Given the circumstances, I respectfully request your assistance in facilitating a resolution. I would appreciate the opportunity to discuss this matter further at your earliest convenience. I believe that with your support, we can find a constructive way forward.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID]
[Your Contact Information]
[Your Program/Year]
[University Name]