

Letter of Expression of Dissatisfaction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

[Recipient's Name or Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name or Title],

I am writing to formally express my dissatisfaction with the recent disciplinary outcome regarding [briefly describe the issue or incident]. After thoroughly reviewing the circumstances and the decision made, I find that the outcome is unjust and does not accurately reflect the situation.

[Provide specific details about the incident, your involvement, and reasons for your dissatisfaction.]

It is my belief that [explain any relevant policies, procedures, or rationale that supports your view]. Given these points, I feel compelled to request a reconsideration of the disciplinary action taken.

I appreciate your attention to this matter and hope for a prompt response. Thank you for your understanding.

Sincerely,

[Your Name]