

# Dispute Resolution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University Administration Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [University Administration Name],

I hope this message finds you well. I am writing to formally request a dispute resolution regarding [briefly describe the nature of your dispute, e.g., grading dispute, financial aid issue, etc.].

Details of the dispute are as follows:

- **Subject:** [Subject of dispute]
- **Date of Incident:** [Date]
- **Description:** [Provide a detailed description of the issue]

Despite my attempts to resolve this matter by [mention any previous attempts to resolve], I believe that it remains unresolved. Therefore, I am seeking your assistance in finding an equitable solution.

I would appreciate it if we could discuss this matter at your earliest convenience. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]