
Grievance Letter to College

[Your Name]

[Your Course/Program]

[Your Contact Information]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Department/College Name]

[College Address]

Subject: Grievance Regarding [Specific Issue]

Dear [Recipient's Name],

Introduction:

I am writing to formally raise a grievance regarding [brief description of the issue] that I have encountered as a student of [course/program]. This issue has been affecting my academic progress and overall experience at the college.

Details of the Grievance:

- Clearly explain the nature of the issue, including specific dates, incidents, or actions that have caused concern.

Impact of the Grievance:

- Describe how this issue has affected your studies, participation, or mental well-being.

Efforts to Resolve the Issue:

- Mention any discussions you have had with faculty, administration, or support services to resolve the issue.

Proposed Resolution:

- State your expectations for addressing this grievance, such as specific actions or support.

Conclusion:

I hope that you will consider this grievance seriously and take necessary action to resolve it for a better academic environment.

Sincerely,

[Your Signature]

[Your Name]