## horizontal line**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]