



FedsCAPS
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Grievance Letter Template

Name
Student Number
Date
UW Email

To whom it may concern,

Paragraph 1: Purpose of your letter

The introduction should give a brief overview of your case. Why are you writing this letter and what outcome are you hoping to achieve by filing a grievance? Identify who you are filing a grievance against and why you found their decision/action to be unfair. Only include information pertinent to your case such as the individual you are grieving against, their action/decision involved, the term which this event occurred, etc.

Paragraph 2: The facts of your case

The second paragraph should give a detailed, chronological description of events which led to your situation. Be sure to address what happened, when, where, and who was involved. Be clear and specific. This will likely be the longest portion of your letter, try not to overwhelm the reader with unnecessary details which are not pertinent to your case.

You may also make note of your attempt at coming to an informal resolution and why it did not work out, and a formal grievance is being filed.

Paragraph 3: Your grievance



Now that you have explained all the events leading up to your grievance, you should address why specifically you are filing a grievance. This is where you may go into detail about the nature of your complaint. What impact has this situation had on you (personal, professional, academic, mental/physical health, long-term, short-term, etc.)? Why are you writing this grievance and why is it important that your situation be resolved? What solution do you hope will come from this? What future consequences might this situation have on you or other students if it is not resolved?

Conclusion

Finally, be sure to address any supporting documentation you have included, what it is and why it is important to your case. Reaffirm the importance of your case and its impact on your life. Be sure to thank the reader for taking the time to read through and consider the details of your case.

Sincerely,
Name



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Grievance Letter Checklist

Be sure to keep the following in mind when writing your letter:

- Your letter should be no more than 2 pages in length
- Your content should be clear, concise and pertinent to your case
- Maintain a professional and polite tone
- Be factual and honest: avoid dramatization of events, do not include false information
- Avoid use of manipulation: threatening, begging, pleading, flattery and exaggerated promises are not effective
- Be open about how this situation has impacted you (emotionally, financially, physically, academically, long-term, short-term, etc.)
- Avoid spelling/grammar errors, slang, jargon, etc.
- Keep copies of your letter, forms, and all supporting documentation