

**Formal Letter Template for Administrative and Complaint Contexts**  
**version 1: sent directly to a faculty or staff member to meet with them**

**Note:** the bold, bracketed parts are for you to fill in. Once you've done so, you can/should delete the brackets and bolding.

**[Insert Date: if you copy and paste this into an e-mail, the date will already be included in the time stamp of the e-mail.]**

Dear **[Professor or Staff Name]**,

On **[date of incident]** at **[time of incident]** in **[location of incident]**, I feel I experienced inequitable treatment, inappropriate behavior, and/or a substantive injustice according to university policy from an interaction we had.

**[You may say as much or as little within the body of the letter. Sometimes, documenting everything is helpful for you and the other parties involved. However, if you choose to explain minimally here, and expand more when meeting with the faculty or staff member, that's acceptable.]**

**[An example of minimal explanation might be something like "During a discussion on film, I felt I experienced inequitable treatment from you." If you choose to be more detailed, we recommend describing the series of events as clearly as possible. If possible, avoid either a direct accusation or guessing how another person felt, including the faculty or staff. As FYPP faculty and staff, we want to hear you, and at this stage, your aim is to begin a dialogue with the faculty or staff member, that hopefully ends in resolution or reconciliation. Again, if you have questions on this, please contact the FYPP Academic Advising team.]**

I would like to meet with you in-person to discuss this situation. Can we please work toward scheduling a time soon? **[Feel free to add your availability.]**

Per FYPP Grievance policy, you and/or I are able to request another person to be present during the conversation. **[please choose one: a. "I have elected to bring someone." or b. "I am choosing not bring someone to the meeting."\*]**

Additionally, please know **[this is optional to add, yet if you either need accessibility accommodations and/or would like to express how you're feeling, please do so.]**

Thank you for your time and cooperation here.

Sincerely,  
**[your first and last name]**

**\*You're allowed to bring anyone with you for this conversation, please know that you're protected by the Family Educational Rights & Privacy Act (FERPA), and so you may have to sign a waiver or document that it's ok for a faculty or staff member to discuss the incident with someone else present.**

**Formal Letter Template for Administrative and Complaint Contexts**  
**version 2: sent directly to Associate Vice Chancellor of FYPP**  
**to request a meeting with faculty/staff**

**Note:** the bold, bracketed parts are for you to fill in. Once you've done so, you can/should delete the brackets and bolding.

**[Insert Date: if you copy and paste this into an e-mail, the date will already be included in the time stamp of the e-mail.]**

Dear Associate Vice Chancellor of First Year and Pre-major Programs,

On **[date of incident]** at **[time of incident]** in **[location of incident]**, I feel I experienced inequitable treatment, inappropriate behavior, and/or a substantive injustice according to university policy from an interaction with **[insert name of faculty or staff]**.

**[You may say as much or as little within the body of the letter. Sometimes, documenting everything is helpful for you and Associate Vice Chancellor in their investigation. However, if you choose to explain minimally here, and expand more when meeting with the Associate Vice Chancellor, that's acceptable.]**

**[An example of minimal explanation might be something like "During a discussion on film, I felt I experienced inequitable treatment from... ." If you choose to be more detailed, we recommend describing the series of events as clearly as possible. If possible, avoid either a direct accusation or guessing how another person felt, including the faculty or staff. As FYPP faculty and staff, we want to hear you. Again, if you have questions on this, please contact the FYPP Academic Advising team and/or add your questions to your e-mail for the Associate Vice Chancellor.]**

I would like to meet with you and the faculty/staff member at everyone's earliest convenience to discuss these matters and work toward conciliation.

Additionally, please know **[this is optional to add, yet if you either need accessibility accommodations and/or would like to express how you're feeling, please do so.]**

Thank you for your time and assistance here. I look forward to hearing from you.

Sincerely,  
**[your first and last name]**

**Formal Letter Template for Administrative and Complaint Contexts**  
**version 3: sent directly to Associate Vice Chancellor of FYPP**  
**to request Formal Grievance**

**Note:** the bold, bracketed parts are for you to fill in. Once you've done so, you can/should delete the brackets and bolding.

**[Insert Date: if you copy and paste this into an e-mail, the date will already be included in the time stamp of the e-mail.]**

Dear Associate Vice Chancellor of First Year and Pre-major Programs,

As you're aware from the meeting we had on **[insert date of meeting with Associate Vice Chancellor and faculty/staff meeting]** we discussed what happened on **[date of incident]** at **[time of incident]** in **[location of incident]**, in regards to an incident where I felt I experienced inequitable treatment, inappropriate behavior, and/or a substantive injustice according to university policy from an interaction with **[insert name of faculty or staff]**.

Unfortunately, I don't feel a sense of resolution or reconciliation from the meeting. With this e-mail, I'm filing a Formal Grievance in accordance with the FYPP Grievance Policy, to be heard by a FYPP Grievance Committee.

I've attached to this e-mail and/or am including below the details of the incident.

**[You should provide as much detail as possible about what happened either in the body of the e-mail or in a separate document that you attach to the e-mail.]**

**[Ultimately, you write and include what information you see fit here. We do recommend that you take into consideration common guidelines for Incident Report writing, since they can not only help provide as much detail as possible, but also minimizes or eliminates items that may not necessarily help the committee in their investigation and findings. They are as follows:]**

**[Include as many indisputable details as possible. These items would include things like day/date/time/location of the incident, but also specific actions in regards to the people involved. For example:]**

***[On February 29th, at 1:30pm in Rm. UW2-310, Professor Smith (□ fictional name, please use their last name and title if applicable) began the lecture by explaining how the moon has various phases. I raised my hand to ask a question. Professor Smith didn't call on me for the duration of the lecture, approximately 30 minutes. I felt ignored and confused. After class, I spoke with Professor Smith regarding how I felt and he yelled the following at me "Fuck you, I don't believe you have anything smart to say." When he yelled at me, I could smell alcohol on his breath. He then moved past me, pushing me using his right hand, touching my left shoulder. I didn't feel any physical pain, but felt scared, anxious, and disrespected.]***

**[Notice a couple of items in this example:**

- You can and should only describe what you felt when it comes to emotions. Yet, also make sure you use the term “I felt”. We know it can feel odd to write something like this so clinically; yet we still want to know how you felt, but you’ll want to avoid guessing how others felt.
- Similarly, be careful of direct accusations. While the grievance process is meant to resolve such accusations, that will be up to the committee to decide. In the example, the author doesn’t say “Professor Smith was drunk” but does say “I could smell alcohol on his breath”. It’s important to include the detail of his breath, but you want to avoid referring to him as either drunk or an alcoholic.
- For anything specifically that was said, please include that in quotes, like the phrase above. If you feel uncomfortable writing a certain word, feel free to use asterisks (\*). For example: F\*ck or F\*\*k.
- Situations like this can be very stressful and it’s possible you don’t remember everything 100%. For those items you’re unsure of, it’s ok to use phrases like “Approximately” that way the committee gets a general idea.
- Finally, remember that this will not only be read by FYPP Grievance Committee, the Associate Vice Chancellor, and the faculty/staff member you’re filing the report about, but also may be read by others in this situation or later.]

Additionally, please know [this is optional to add, yet if you either need accessibility accommodations and/or would like to express how you’re feeling, please do so.]

Thank you for your time and assistance here. I look forward to hearing back from you and the committee.

Sincerely,  
[your first and last name]