

Notice of Academic Integrity Violation

Date: [Insert Date]

Dear [Student's Name],

We are writing to inform you that a report has been filed regarding a potential violation of the academic integrity policy at [University/College Name]. The following incident has been brought to our attention:

[Brief description of the violation, including date, course, and nature of the incident]

Your academic integrity is of utmost importance to us, and we are committed to maintaining a fair and honest academic environment. As such, we invite you to meet with us to discuss this matter further. Please contact our office to schedule an appointment at your earliest convenience.

If you have any evidence or documentation that you believe is relevant to this situation, please bring it with you to the meeting.

Thank you for your attention to this serious matter. We look forward to resolving this issue with you.

Sincerely,

[Your Name]

[Your Position]

[Department/Office Name]

[University/College Name]

[Contact Information]