

# Formal Letter of Findings

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Findings on Academic Dishonesty Claim

Dear [Insert Recipient Name],

After a thorough investigation into the claim of academic dishonesty submitted on [Insert Date of Claim], we have arrived at the following findings:

## Summary of Findings

- Incident Report: [Brief description of the incident]
- Investigative Process: [Overview of how the investigation was conducted]
- Key Evidence: [Summary of evidence collected]
- Witness Statements: [Notes on statements gathered from relevant witnesses]

## Conclusion

Based on the information gathered, it is determined that [Insert Conclusion: whether academic dishonesty was found or not].

## Next Steps

Please be advised that [Insert any actions that will be taken or that the recipient should expect].

If you have any questions or would like to discuss this matter further, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]