

# Investigation Results of Academic Misconduct

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
[Email Address]

Dear [Recipient's Name],

We are writing to inform you of the results of the investigation into the allegations of academic misconduct involving your work in [Course/Program Name] during the [Semester/Year].

After a thorough review of the evidence, including [describe the evidence reviewed, e.g., submission records, witness statements, etc.], the investigation committee has concluded that:

[Insert summary of findings, e.g., the nature of the misconduct, the individuals involved, etc.].

As a result of these findings, the following actions will be taken:

- [First action, e.g., reduction in grade, suspension, etc.]
- [Second action, if applicable]
- [Further actions, if applicable]

We encourage you to reflect on this matter and consider its implications for your academic integrity. You have the right to appeal this decision, and if you choose to do so, please submit your appeal in writing to [Contact Person/Office] by [Deadline for Appeal].

Thank you for your attention to this serious matter. If you have any questions, please do not hesitate to reach out to our office.

Sincerely,

[Your Name]  
[Your Title]  
[Department/Office Name]  
[Institution Name]  
[Contact Information]