

# Notice of Academic Integrity Breach

Date: [Insert Date]

To: [Student's Name]

From: [Instructor's Name]

Subject: Notice of Breach of Academic Integrity

Dear [Student's Name],

We are writing to inform you of a concern regarding a potential breach of academic integrity in relation to [specific assignment/exam] submitted on [date]. It has been reported that [describe the nature of the breach, e.g., plagiarism, cheating].

This matter is taken seriously, and we would like to invite you to a meeting to discuss this further. Please be prepared to provide any relevant information regarding the situation.

The meeting is scheduled for [date and time] at [location]. If you are unable to attend, please inform us as soon as possible to arrange an alternative meeting time.

We emphasize the importance of academic integrity within our institution and hope to resolve this issue promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]