

Academic Integrity Breach Notice

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

This letter serves as a formal notice regarding a breach of academic integrity that has been reported in relation to your recent [assignment/exam/project], titled "[Title of the Work]." It has come to our attention that there have been instances of [describe the nature of the breach, e.g. plagiarism, cheating, etc.].

As per the academic integrity policies outlined in the [University/College name] student handbook, such actions are taken seriously and may result in disciplinary measures, which may include [list possible consequences, e.g., failing the assignment, failing the course, etc.].

You are invited to respond to this notice and present any evidence or explanation you wish to provide. Please arrange a meeting with [designated authority/professor] by [deadline date].

We hope to resolve this matter fairly and in alignment with our academic standards.

Sincerely,

[Your Name]

[Your Title]

[Department/Office]

[University/College Name]

[Contact Information]