

Request for Academic Misconduct Hearing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a hearing regarding the academic misconduct allegation that has been brought against me, as outlined in the notice I received on [Insert Date of Notice]. I believe it is essential to address this matter in a fair and impartial setting.

To support my case, I would like to present the following points:

1. [Point One]
2. [Point Two]
3. [Point Three]

I respectfully request that the hearing be scheduled at a time that accommodates all parties involved. I am committed to ensuring a transparent process and am prepared to provide any additional documentation or information needed for this hearing.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID Number]