

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a reconsideration of the academic misconduct charges against me, as communicated in the letter dated [insert date of charge notification]. I believe that the decision made was based on [briefly explain reason, e.g., misunderstanding, lack of evidence].

In my case, [provide a concise description of the situation, your perspective, and any relevant evidence or information]. I respectfully request that you review my case in light of this additional information.

I appreciate your attention to this matter and would be grateful for the opportunity to discuss this further. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID]