

# Letter of Explanation Regarding Academic Dishonesty Allegation

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Explanation of Academic Dishonesty Allegation

Dear [Recipient Name],

I am writing to address the recent allegation of academic dishonesty that has been brought against me concerning [briefly describe the assignment or exam in question]. I understand the seriousness of this matter and wish to provide clarification regarding the situation.

First and foremost, I want to express my commitment to academic integrity. [Include a statement about your values regarding honesty and ethics in academia.] My intention was never to violate any academic policies, and I assure you that I take this allegation very seriously.

In regards to the specific incident, [provide a detailed explanation of the context surrounding the allegation. Discuss any misunderstandings, clarify your actions, and include relevant facts that support your explanation.] I believe there was a misinterpretation of my intentions and actions.

Furthermore, I acknowledge the importance of upholding the standards of our academic community and am willing to take necessary steps to rectify this situation, including [mention any actions you are willing to take, such as attending workshops on academic integrity or meeting with a faculty advisor].

Thank you for considering my explanation. I appreciate the opportunity to clarify this matter, and I hope we can resolve it amicably. Please let me know if you require any further information or would like to discuss this matter in more detail.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]