

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Investigation into Academic Ethics Violation

Dear [Recipient's Name],

I am writing to formally request an investigation into a matter concerning academic ethics that has come to my attention. It has been reported that [briefly describe the incident or behavior that raises concerns], which may violate the academic integrity policies of [Institution's Name].

As a member of [mention your department or academic community], I believe it is imperative that we uphold and maintain the highest standards of ethics and integrity in our academic work. Therefore, I urge the appropriate committee to look into this matter to ensure that all parties involved are treated fairly and that any necessary actions are taken in accordance with institutional policies.

Enclosed, please find relevant documents and evidence that support my request for an investigation. I am willing to provide further information or cooperate in any way necessary during this process.

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

Sincerely,

[Your Name]

[Your Position]