

Academic Integrity Violation Report

Date: [Insert Date]

To: [Insert Recipient Name]

Position: [Insert Recipient Position]

Department: [Insert Department Name]

Institution: [Insert Institution Name]

Dear [Recipient Name],

I am writing to formally report an incident of academic integrity violation that occurred in [Insert Course Name] during the [Insert Semester/Term].

Details of the Incident:

- **Student Name:** [Insert Student Name]
- **ID Number:** [Insert Student ID]
- **Date of Incident:** [Insert Date]
- **Description of Violation:** [Provide a brief description of the incident, including specific actions that constituted the violation.]
- **Evidence:** [Describe any evidence collected, such as plagiarized work, witness statements, etc.]

I believe it is imperative that this matter is addressed to uphold the standards of academic integrity within our institution. I recommend that appropriate steps be taken in accordance with the university's policies.

Thank you for your attention to this serious matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]