

University Name

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Department Name]

[University Name]

Dear [Recipient's Name],

Subject: Allegations of Academic Misconduct

I am writing to formally notify you of allegations related to academic misconduct that have been brought to our attention involving your conduct in [specific course or program]. The specific allegations include:

- [Allegation 1 - describe the incident briefly]
- [Allegation 2 - describe the incident briefly]
- [Allegation 3 - describe the incident briefly]

These allegations are taken seriously and, as per our academic integrity policy, an investigation will be initiated. You will be provided with an opportunity to respond to these allegations throughout this process.

Please ensure that you preserve any relevant documentation or materials that may pertain to these allegations. Should you have any questions or require further clarification, do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University Name]