

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Position
Institution Name
Institution Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding an incident of plagiarism that I believe has occurred within [specific work, e.g., an academic paper, presentation, etc.]. I would like to bring to your attention that [describe the work that has been plagiarized, including details such as title, author, and date of publication].

Upon reviewing the work of [plagiarizing party's name], I have discovered substantial similarities between their work and my original content, which is clearly in violation of academic integrity standards. Specifically, [provide details of the plagiarized content, including direct quotes or paraphrased sections].

As this situation undermines the principles of originality and intellectual honesty that our institution upholds, I kindly request an investigation into this matter. I have attached supporting documents for your review, including [list any attachments, e.g., copies of the works, emails, etc.].

Thank you for addressing this serious concern. I look forward to your timely response regarding the next steps that will be taken.

Sincerely,
[Your Name]