

Academic Integrity Inquiry

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally inquire into a matter related to academic integrity at [Institution's Name]. It has come to my attention that [briefly describe the issue or incident, including relevant details such as dates, people involved, and nature of the concern].

The matter raises important questions regarding adherence to our institution's academic integrity policies, particularly [mention specific policies or codes of conduct that relate to the issue]. It is crucial that we maintain a transparent and fair process for addressing any potential violations.

I would appreciate your guidance on the next steps we should take to address this issue. Additionally, if there are any relevant documents or evidence that you would need to review, please let me know, and I will facilitate access to them.

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

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]