

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request information regarding the upcoming disciplinary meeting scheduled for [date of the meeting]. I would appreciate details about the agenda, the individuals involved, and any specific allegations that will be addressed during the meeting.

Understanding the context and content of the meeting is crucial for my preparation. Therefore, I kindly ask for your prompt attention to this matter.

Thank you for your cooperation. I look forward to your timely response.

Sincerely,
[Your Name]