

# Inquiry for Disciplinary Hearing Clarification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the upcoming disciplinary hearing scheduled for [Insert Date]. As a [Your Position/Role] at [Company/Organization Name], I believe it is important to fully understand the context and procedures that will be followed during this hearing.

Specifically, I would appreciate if you could provide the following information:

- The detailed agenda for the hearing.
- Any documentation or evidence that will be presented.
- The names of individuals who will be present during the hearing.
- Any rights I should be aware of as a participant.

Your prompt attention to these inquiries would be greatly appreciated, as it will help ensure that I am adequately prepared for the hearing.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Position/Role]