

Academic Misconduct Notification

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Course: [Insert Course Name]

Instructor: [Insert Instructor Name]

Dear [Student Name],

This letter serves as a formal notification regarding an investigation into alleged academic misconduct that occurred during [specify date] in [specify course or exam]. The nature of the allegation involves [briefly describe the allegation].

Please be aware that academic integrity is taken very seriously at our institution. We are committed to ensuring a fair and thorough investigation into this matter.

You are invited to respond to these allegations and provide any relevant information or evidence that may aid in the investigation. Please arrange a meeting with [specify contact person] by [insert deadline for response] to discuss this matter further.

Thank you for your attention to this important issue. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Institution Name]