

Notification of Academic Integrity Proceedings

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

This letter serves as a notification regarding the academic integrity proceedings initiated against you in relation to [specific incident or assignment]. As per our university's academic integrity policy, we take such matters seriously to maintain the integrity of our academic community.

You are invited to attend a meeting on [date and time] at [location/online platform] to discuss the allegations and present your perspective. It is important that you are present, as your input is crucial to this process.

Please bring any relevant documents or information that may support your case. You are also allowed to have an advisor accompany you during the meeting.

If you have any questions or cannot attend at the specified time, please contact [Contact Person's Name] at [Contact Email] or [Contact Phone Number]. We can arrange an alternative time if necessary.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Department/Office]

[University Name]