

Notification of Academic Misconduct Inquiry

Date: [Insert Date]

Dear [Student's Name],

This letter serves as a formal notification regarding an inquiry into a potential academic misconduct incident related to your [assignment/exam/course] for [Course Name].

The incident was reported on [Insert Date of Incident] and involves [briefly describe the nature of the misconduct, e.g., plagiarism, cheating, etc.]. As part of our commitment to maintaining academic integrity, we are conducting a thorough investigation into this matter.

You are invited to attend a meeting on [Insert Date of Meeting] at [Insert Time] in [Insert Location] to discuss this inquiry. Please bring any relevant materials or information that may assist in resolving this matter.

If you have any questions or require further information prior to the meeting, please do not hesitate to contact me at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[University/College Name]

[Contact Information]