

# Representation Letter for Student Non-Academic Misconduct Hearing

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University/School Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally provide representation for [Student's Full Name], a student of [University/School Name], regarding the upcoming non-academic misconduct hearing scheduled for [Date of Hearing].

The purpose of this letter is to confirm my role as representative and to ensure that [Student's Name] is afforded their rights during the hearing process. I will be present to assist in presenting [his/her/their] case and to advocate on [his/her/their] behalf.

I kindly ask that you provide me with all relevant documentation and details regarding the hearing, including the specific charges against [Student's Name], any evidence to be presented, and the format of the proceedings.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Title, if applicable]

[Your Contact Information]

[Your Relationship to the Student]