

Complaint Regarding Improper Handling of Disciplinary Actions

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University Name]

[Department or Office]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the handling of disciplinary actions in relation to [briefly describe the issue, e.g., an incident that occurred on (date)]. I believe that the procedures followed were not in alignment with the university's stated policies and have resulted in an unfair outcome.

On [date of incident], I was involved in [provide details of the incident]. Despite my adherence to the academic integrity policy, I feel that the disciplinary actions taken against me were inappropriate. Specifically, [explain the details of the complaint, including any discrepancies in the process or treatment you received].

It is my understanding that the university upholds values of fairness and transparency. However, in this case, I believe these principles were not upheld. I respectfully request a thorough review of this matter and the processes that were employed in my case.

Thank you for your attention to this important issue. I hope to resolve this matter promptly and fairly.

Sincerely,

[Your Name]