

Letter of Challenge to Disciplinary Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University Name]

[Office of Student Conduct]

[University Address]

[City, State, Zip Code]

Subject: Challenge to Disciplinary Action - [Your Student ID]

Dear [Office of Student Conduct/Recipient's Name],

I am writing to formally challenge the disciplinary action taken against me as stated in the letter dated [insert date of the disciplinary action letter]. The action was taken based on the alleged violation of the university's code of conduct concerning [briefly describe the issue].

Upon reflection, I believe that the disciplinary action was not warranted due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I respectfully request a review of the situation and consideration of my account, attached with supporting evidence and documentation that substantiate my claims for your reference.

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

Sincerely,

[Your Name]

[Your Student ID]