

Request for Clarification on Disciplinary Action

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Clarification on Disciplinary Action Penalties

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request clarification regarding the penalties imposed on me following the recent disciplinary hearing on [date of hearing].

While I have received the notification of the disciplinary action, I would appreciate a more detailed explanation regarding the specific penalties and the rationale behind them. Understanding the context and criteria used in determining these penalties is crucial for my appeal process and personal reflection.

Thank you for your attention to this matter. I look forward to your prompt response so I can better understand the situation.

Best regards,

[Your Name]

[Your Student ID]