

# University Name

Date: [Insert Date]

To: [University Disciplinary Committee]  
[University Address]

Subject: Dispute of Disciplinary Action

Dear Members of the Disciplinary Committee,

I am writing to formally dispute the disciplinary action taken against me, [Your Full Name], a student of [Your Program/Department] at [University Name], following the incident that occurred on [Date of Incident]. I received notification of the disciplinary action on [Date of Notification], which states that I have violated [Specify the Code of Conduct or Policy].

After thoroughly reviewing the circumstances surrounding the incident, I believe that the disciplinary measures imposed are unjustified for the following reasons:

- [Reason 1: Explain your perspective or evidence that contradicts the violation]
- [Reason 2: Further elaboration on any mitigating circumstances]
- [Reason 3: Any relevant testimonies or supporting documentation]

In light of the above points, I respectfully request a reevaluation of my case. I am eager to provide any additional information or documentation required to facilitate this review.

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

Sincerely,

[Your Full Name]  
[Student ID]  
[Your Contact Information]  
[Your Address]