

Formal Complaint Against Disciplinary Action

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[University Name]

[Office of Student Conduct]

[University Address]

[City, State, Zip Code]

To Whom It May Concern:

I am writing to formally contest the findings issued by the Office of Student Conduct regarding the disciplinary action taken against me on [Insert Date of Findings]. I believe that the decision made was unjust and not supported by the evidence presented.

Specifically, I wish to address the following points:

- [Point 1: Describe the first point of contention]
- [Point 2: Describe the second point of contention]
- [Point 3: Describe the third point of contention]

I respectfully request a review of the evidence and reconsideration of the disciplinary action taken. I believe that a fair evaluation will demonstrate that the findings were not justified.

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

Sincerely,

[Your Name]

[Your Student ID]