

Inquiry Regarding Disciplinary Action Procedures

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inquire about the due process procedures related to the recent disciplinary action taken against me on [Insert Date of Notification]. I would like to ensure that all protocols were followed in accordance with university policy.

Specifically, I would like clarification on the following points:

- The timeline of the disciplinary process.
- The specific allegations made against me.
- The evidence considered in the decision-making process.
- The rights I have during this process, including any opportunity for appeal.

Your prompt response to these inquiries would be greatly appreciated, as I am keen to understand my rights and the procedures that have taken place.

Thank you for your attention to this matter.

Sincerely,

[Your Name]