

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[University/Institution Name]

[Address]

Subject: Conclusion of Academic Integrity Investigation

Dear [Recipient's Name],

Following the recent investigation into the allegations of academic integrity violations involving [Student's Name] in [Course Name/Code], we would like to provide you with our findings and conclusion.

After a thorough review of the evidence, including [specify evidence such as emails, submitted work, interviews], it has been determined that [briefly summarize the findings, e.g., "there was insufficient evidence to support the allegations," or "the findings confirm a breach of academic integrity standards"].

As a result, the following actions will be taken: [list any decisions made, such as "No further action is required," or "The student will receive a failing grade for the assignment"].

We appreciate your cooperation and prompt attention to this matter. Please let us know if you require any additional information or clarification regarding this investigation.

Sincerely,

[Your Name]

[Your Title]

[Academic Integrity Office/Department Name]

[University/Institution Name]

[Contact Information]