

Formal Notification of Disciplinary Hearing

Date: [Insert Date]

To: [Student's Name]

Student ID: [Insert Student ID]

Address: [Insert Address]

Dear [Student's Name],

This letter is to formally notify you of a disciplinary hearing scheduled to take place on [Date of Hearing] at [Time of Hearing]. The hearing will be held in [Location] and is being convened to address the allegations made against you regarding [Brief Description of Allegation].

You have the right to be accompanied by a support person or an advisor during the hearing. Please ensure that you confirm your attendance by [Confirmation Deadline].

If you have any questions or require further information, please contact [Contact Information].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]