

# Invitation to Attend University Disciplinary Proceeding

Date: [Insert Date]

To: [Student's Name]

Student ID: [Insert Student ID]

Address: [Insert Address]

Dear [Student's Name],

We are writing to formally invite you to attend a disciplinary proceeding scheduled for [Insert Date and Time]. The meeting will take place at [Insert Location].

This proceeding will address the allegations against you concerning [Briefly Describe Allegation]. You have the right to present your case, provide evidence, and bring any supporting materials or witnesses.

Please confirm your attendance by [Insert Confirmation Deadline]. If you are unable to attend, please inform us as soon as possible to discuss alternative arrangements.

We encourage you to take this matter seriously and prepare accordingly.

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]