

University Name

Date: [Insert Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Subject: Invitation to Discuss Disciplinary Matter

Dear [Student's Name],

We are writing to formally invite you to a meeting to discuss a disciplinary matter concerning your conduct at the university. This meeting is an opportunity for you to present your perspective regarding the issues that have arisen.

Details of the Meeting:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please prepare to discuss the matter, and feel free to bring any documentation or support you wish to present. You may also have an advisor or representative accompany you during this meeting.

If you cannot attend at the scheduled time, please contact us as soon as possible to arrange an alternative.

We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Department, University Name]

[Contact Information]