

Notice of Disciplinary Hearing

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

This letter serves as official notice of your upcoming disciplinary hearing regarding the incidents reported on [Insert Incident Date]. The hearing will take place on [Insert Hearing Date] at [Insert Hearing Time] in [Insert Location].

The purpose of this hearing is to discuss the allegations against you, which include [Insert Brief Description of Allegations]. You are entitled to bring a support person or advocate to this hearing.

Please be advised that you may present evidence and witness testimony in your defense. If you do not attend, the hearing may proceed without you, and a decision may be made based on the information available.

If you have any questions regarding this notice or the hearing process, please contact [Insert Contact Person] at [Insert Contact Information].

We encourage you to take this matter seriously and prepare adequately for the hearing.

Sincerely,

[Your Name]

[Your Title]

[School/Institution Name]