

Request to Attend University Disciplinary Session

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University's Name]

[Office of Student Conduct]

[University's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to attend the upcoming disciplinary session scheduled for [insert date of session] regarding the allegations made against me.

I believe my presence at this session is important to ensure that my perspective is heard and to assist in clarifying the circumstances surrounding this matter.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]