

University Disciplinary Hearing Notification

Date: [Insert Date]

To: [Student's Name]

Address: [Student's Address]

Dear [Student's Name],

We are writing to inform you that a disciplinary hearing has been scheduled in response to the allegations made against you. The details of the hearing are as follows:

- **Date:** [Insert Hearing Date]
- **Time:** [Insert Hearing Time]
- **Location:** [Insert Hearing Location]

The purpose of this hearing is to review the evidence and assess the situation regarding the allegations. You have the right to present your side of the story, bring witnesses, and have an advisor present.

Please confirm your attendance by [Insert Confirmation Deadline]. If you have any questions or concerns, feel free to contact the Office of Student Conduct at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]