

# University Name

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

## **Subject: Summons to Conduct Hearing**

Dear [Student's Name],

You are hereby summoned to attend a conduct hearing regarding allegations against you for violating university policies. 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 circumstances surrounding the allegations and to provide you the opportunity to respond. You may bring a support person or advisor to the hearing if you choose.

Please confirm your attendance by [Insert Response Deadline], and if you have any questions, do not hesitate to reach out to [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]