

University Name

Office of Student Conduct

Date: [Insert Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

This letter serves as a formal summons for you to attend a disciplinary meeting regarding an incident that occurred on [insert date of incident]. The details of the incident involve [briefly describe the nature of the incident].

The meeting will take place on [insert date] at [insert time] in [insert location]. The purpose of this meeting is to discuss the incident, gather your perspective, and consider any relevant evidence.

Please come prepared to discuss the matter and bring any supporting documentation you wish to present. You have the right to have an advisor accompany you during this meeting.

If you are unable to attend, please notify us at your earliest convenience to reschedule. Failure to attend may result in a decision being made in your absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]