

# Notice of Disciplinary Hearing

Date: [Insert Date]

To: [Name of the Individual]

Address: [Address of the Individual]

Dear [Name],

This letter serves as a formal notice for your upcoming disciplinary hearing, which has been scheduled as follows:

**Date:** [Insert Hearing Date]

**Time:** [Insert Hearing Time]

**Location:** [Insert Location]

**Board Members Present:** [List of Board Members]

The purpose of this hearing is to discuss the allegations against you regarding [briefly describe the nature of the allegations]. You will be given the opportunity to present your side of the case and any evidence you wish to submit.

You are entitled to be accompanied by a representative during the hearing. If you have any documents or evidence relevant to your case, please submit them to the board at least [number] days prior to the hearing.

Please confirm your attendance by [confirmation deadline]. If you fail to attend, the hearing may proceed in your absence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]