

Date:

To:

Position/Title:

Department:

Institution:

Subject: Formal Complaint of Academic Misconduct

Dear

I am writing to formally submit a complaint regarding alleged academic misconduct. The details of the incident are as follows:

Name(s) of individual(s) involved:

Course/Subject (if applicable):

Date(s) of incident:

Description of the incident:

Evidence supporting this complaint:

Have you discussed this issue with anyone else? If yes, please specify:

Desired outcome or action requested:

Sincerely,

Name:

Student/Staff ID (if applicable):

Contact Information: