



School or Department

Address Line 1  
Memphis, Tennessee 38152-3370

Office: 901.678.0000  
Fax: 901.678.0000

[www.memphis.edu](http://www.memphis.edu)

[Date]

[Recipient]  
[student ID#]  
[studentemail@memphis.edu]  
[Address 1]  
[Address 2]  
[Address 3]

Dear [Recipient]

This letter is in reference to [insert class]. I wish to discuss with you a concern I have regarding [insert alleged violation]. I believe the work you have submitted may violate the University of Memphis Academic Integrity Policy. Please contact me at [insert contact information] to arrange an appointment so we may discuss this matter.

You must schedule this appointment within five (5) business days of the date on this letter. If I have not heard from you by that time, I will make a decision about how to proceed without your input. Thus, it is imperative that you respond to this message promptly.

Information on the University's Academic Integrity Policy is available in the Code of Student Rights and Responsibilities which may be found at: <http://www.memphis.edu/saos/pdfs/csrr.pdf>.

Sincerely,

[Your Name]  
[Your Title]  
[Your Contact Information]

CC: [insert Department Chair]