

Dated: {CURRENT\_DATE}

From

PRINCIPAL,

SITAMS COLLEGE

To

{PARENT\_NAME}

{ADDRESS}

**SUBJECT: ACADEMIC MISCONDUCT NOTICE FOR {STUDENT\_NAME} – Roll No: {ROLL\_NO}**

Dear {PARENT\_NAME},

This is to inform you that your child, {STUDENT\_NAME}, Roll No: {ROLL\_NO}, has been involved in academic misconduct, specifically because of {REASON}{DESCRIPTION}.

We request you to accompany {STUDENT\_NAME} to school on {MEETING\_DATE} for a meeting to discuss the matter further.

Thank you for your cooperation.

Copy to: - PRINCIPAL

HOD

Parents

Individual