



Vice Dean Undergraduate
University of Toronto Mississauga

Dear Vice Dean,

In my capacity as _____ I regretfully bring to your attention an alleged case of _____ by _____.

The alleged offence occurred in a(n) _____, worth ____% of the grade for the course _____ in the ~~Academic~~ academic year. The relevant documents are enclosed.

The instructor tried to contact the student in order to meet and discuss the allegation but unfortunately was unsuccessful. The instructor's report lists the attempts made to reach the student. I have reviewed the instructor's report and believe it should be forwarded to you for resolution.

Sincerely,

Professor _____
Department of _____