



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 met with the student with regard to the alleged offence and subsequently made a report of the matter to me. I have reviewed the report and believe it should be forwarded to you for resolution.

Sincerely,

Professor _____
Department of _____