**Example Notice of Allegation/Complaint (Email)**

[DATE]

[NAME]

[DESIGNATION] Chapter

[COLLEGE/UNIVERSITY]

[E-MAIL ADDRESS]

**CORRESPONDENCE SENT VIA E-MAIL**

Dear Brother [LAST NAME]:

This letter serves as official notice that an allegation/complaint has been made against you. The allegation/complaint alleges you to be in violation of:

[INSERT CHARGE/VIOLATION)]

Because of the allegation, the judicial board requests your presence at [TIME, DATE, and LOCATION] to determine responsibility. At this meeting, you will have an opportunity to hear and respond to the evidence upon which the allegations are based.

If you are unable to make the meeting at the time listed above, please notify the sergeant-at-arms within 24 hours of receiving this notice. Failure to notify the sergeant-at-arms and/or failure to attend the scheduled meeting may be interpreted as an admission of responsibility, at which time the judicial board will determine any appropriate sanction(s).

If you would like to accept responsibility for the charges contained within, and waive your right to a judicial board hearing, you may sign this document.

The procedures for the judicial board are available in the <CHAPTER BYLAWS OR ANOTHER DOCUMENT> and can be made available upon request. Thank you in advance for your cooperation.

Fraternally,

[NAME OF SERGEANT-AT-ARMS]

## Chapter SERGEANT-AT-ARMS

[EMAIL ADDRESS OF SERGEANT-AT-ARMS]

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Signature of Respondent Date