NAME

DESIGNATION Chapter (COLLEGE/UNIVERSITY)

E-MAIL ADDRESS

**VIA E-MAIL**

DATE

Dear Brother LAST NAME:

This letter serves as official notification that you have been charged with the following violations of Pi Kappa Phi’s standards of conduct:

 INSERT APPLICABLE SECTION OF LAW IX, SECTION 9, PARAGRAPHS A-P

It is alleged that WHAT BEHAVIOR THE RESPONDENT IS ALLEGED TO HAVE DONE.

*This statement should outline specific actions that the alleged member did leading to the above-listed charges (i.e. member was intoxicated while underage, member engaged in a physical altercation with another member). This statement needs to be detailed.*

The Standards Board will meet in/at LOCATION on DATE at TIME to hear this case. At this meeting, you will have an opportunity to hear and respond to the evidence upon which the charges are based. Please be advised that failure to appear at this meeting may be interpreted as an admission of responsibility, at which time the Standards Board will determine the appropriate sanction.

The procedures for Standards Board meetings are outlined in the chapter bylaws. Please feel free to contact me if you have any questions about these procedures prior to the meeting. Thank you for your cooperation and attention to this matter.

Yours in Pi Kappa Phi,

NAME OF STANDARDS BOARD CHAIRMAN

*Standards Board Chairman*