

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Recipient Name or Office of the Registrar/Dean of Students]  
[Name of Institution]  
[Department Address]  
[City, State, Zip Code]

**Subject: Formal Inquiry Regarding Academic Disciplinary Records**

Dear [Recipient Name or Department Head],

I am writing to formally request information regarding my disciplinary standing and to inquire whether there are any records of disciplinary actions or academic misconduct associated with my file at [Name of Institution].

My details are as follows:

- Full Name: [Your Full Name]
- Student ID Number: [Your Student ID]
- Dates of Attendance: [Start Date] to [End Date/Present]

I am requesting this information for the purpose of [state reason, e.g., a graduate school application, employment background check, or personal record review]. Specifically, please confirm:

1. If I currently have a clean disciplinary record.
2. If there are any past or pending disciplinary proceedings against me.
3. If any records exist, the nature of the violation and the resulting sanctions.

If there are specific forms required to release this information or if there is a fee associated with this request, please let me know at your earliest convenience. If this request should be directed to a different department, please provide the correct contact information.

Thank you for your time and assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]