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 Sigma Phi Epsilon’s membership standards:

 INSERT APPLICABLE SECTION OF GRAND/LOCAL CHAPTER BYLAWS, RISK MANAGEMENT PROCEDURES, LOCAL/STATE/FEDERAL LAW, OATH OF OBLIGATIONS

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

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. If you are unavailable at this time, please contact me with your availability to reschedule this meeting within 72 hours of the originally scheduled time.

The procedures for Standards Board meetings are outlined in the [Grand Chapter Bylaws and Administrative Policies and Procedures](http://sigep.org/wp-content/uploads/2018/02/SigEp-Bylaws-Feb.-2018.pdf). 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.

Fraternally,

NAME OF CHAPLAIN

*Chaplain*