[student name]

My name is [name] and I am the [professor/lecturer] teaching [course title/section]. I am emailing you to request a meeting regarding concerns that I have regarding alleged academic misconduct. Please schedule a meeting with me by [one week from today’s date] by [your preferred method of scheduling appointments- scheduling an appointment via email, calling your office]. If you choose not to participate in a conference, I will proceed based on the information that I have.