

[Your Name]
[Your Title]
[Student Organization Name], Advisor
West Chester University of Pennsylvania

[Date]
[Student's Name]
[Student's Organization Role (if any)]
[City, State, Zip Code]

Dear [Student's Name],

I hope this letter finds you well. As a valued member of [Student Organization Name], it is important that we maintain the standards of conduct that reflect the values and principles of [Student Organization Name] and West Chester University.

We have recently received a report concerning your behavior that may be inconsistent with the membership standards of [Student Organization Name]. As such, we would like to invite you to a meeting to discuss these matters in detail. This meeting will provide an opportunity for you to share your perspective and for us to ensure that all members are aware of and adhering to the established guidelines.

Meeting Details:

- **Date:** [Meeting Date]
- **Time:** [Meeting Time]
- **Location:** [Meeting Location]

During the meeting, we will discuss the specific concerns that have been raised, review the relevant policies and standards, and explore any necessary steps to address these issues. Your input is crucial in this process, and we are committed to working with you to ensure a positive outcome.

Please confirm your attendance by replying to this email or contacting me directly at [Your preferred method of communication]. If you are unable to attend at the specified time, please let us know so that we can arrange an alternative meeting time.

We appreciate your cooperation and look forward to resolving this matter together.

Sincerely,

This template is provided by the Office of Student Leadership & Involvement, if you have any questions, please contact involvement@wcupa.edu

[Your Name]
[Student Organization Name], Advisor
West Chester University of Pennsylvania
[Your Email Address]
[Your Phone Number]

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