JUDICIAL BOARD MEETING NOTIFCATION LETTER

[Date]

Delivered via [Insert Email and/or Physical Address]

Dear Brother [Insert Name],

It is has been brought to the attention of the [Insert University] Chapter of Delta Upsilon Fraternity that it is alleged that you violated the following:

* [Insert Policy from Constitution and/or By-Laws/Membership Expectations]
* During [Insert Date, Time and/or Location of Incident]

You are scheduled for a judicial board hearing to be held on [Insert Date] at [Insert Time]. The location of your hearing is at [Insert Address and/or Name of Meeting Room]. If you should have any questions regarding your hearing, please contact [Insert judicial Board Chairman’s Name] at [Insert Email and Phone Number].

Sincerely,

[Insert Judicial Board Chairman’s Name]