<date>

I am attaching a copy of a paper turned in by <student’s name (CWID: xxxxxxx)>, a student in my EN 10x-xxx class. His/her/their phone number is xxx-xxx-xxxx, and his/her/their e-mail address is xxxxxxxx@xxxxx.xxx. I am also attaching corroborating evidence, with the passages in question highlighted, my course syllabus with policy on academic misconduct, and the assignment sheet for this paper.

Here are the circumstances regarding this submission: the student was assigned to write <insert length and specific paper assignment here. Then insert a narrative explaining what happened. You might also want to mention the student’s lack of a rough draft, absence on the day of the draft workshop, etc—any information that is pertinent to your submission.>. As you can see from the attached evidence, <x percentage, substantial sections, or all?> of the final paper turned in by <name> on <date> is copied from <describe the extent of the plagiarism and list the Web sites or other sources>.

This paper is worth xx% of the final grade. I have not given the student a grade for this work, pending the outcome of your review. I also understand that I should not speak with this student about this situation, referring them, instead, to your office if they have questions.

<Instructor’s name>

<Instructor’s e-mail address>

<Instructor’s phone number>