NAME

DESIGNATION Chapter (COLLEGE/UNIVERSITY)

E-MAIL ADDRESS

**VIA E-MAIL**

DATE

Dear Brother LAST NAME:

Upon consideration of the evidence and testimony presented at your Standards Board meeting on DATE OF STANDARDS BOARD MEETING, the following determination was made regarding each of the charges against you outlined in the letter dated DATE OF MEETING NOTICE:

CHARGE AS OUTLINED IN CHARGE LETTER, QUOTING APPLICABLE GRAND/LOCAL CHAPTER BYALWS, OATH OF OBLIGATION, LOCAL/STATE/FEDERAL LAW **(Responsible / Not Responsible)**

As a result of being found responsible for violations of Sigma Phi Epsilon’s membership standards, the following sanctions have been assigned:

 SANCTIONS

Failure to complete the sanctions outlined above within the required timeline will result in your immediate suspension from all social activities until the sanctions have been completed. Additionally, you may be required to meet with the DESIGNATION Chapter Standards Board to discuss additional sanctions. The procedures for appeals are outlined in the [Grand Chapter Bylaws and Administrative Policies and Procedures](http://www.sigep.org/resourcedocs/chapter-operations/SigEpTrialandAppealProcedures.pdf). Please feel free to contact me if you have any questions about the sanctions or appeals process. Thank you again for your continued cooperation.

Fraternally,

NAME OF CHAPLAIN

*Chaplain*