

[Your Name]
[Your Title]
[YVCC Name]
[YVCC Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Student's Name]
[Student's Address]
[City, State, ZIP Code]

Dear [Student's Name],

Subject: Disciplinary Action Notification

I am writing to inform you of the disciplinary action taken against you as a result of [briefly describe the incident or behavior that led to the action]. This decision is in accordance with YVCC's Student Code of Conduct.

The details of the incident are as follows:

- Date of Incident: [insert date]
- Description of Incident: [insert brief description]
- Witnesses (if applicable): [insert names or state "none"]

As a result of this incident, the following action will be taken:

- [Describe the disciplinary action, e.g., probation, suspension, expulsion, etc.]
- [Any other relevant information about the decision, such as duration of action, conditions to be met, etc.]

You have the right to appeal this decision. If you wish to appeal, please submit your written appeal to [insert appropriate office or individual], outlining the reasons for your appeal by [insert deadline date].

Please refer to the YVCC Student Handbook for additional information regarding your rights and responsibilities.

If you have any questions or would like to discuss this matter further, you may contact me at [insert contact information].

Sincerely,

[Your Name]

[Your Title]

YVCC [Your Department]

[Optional: YVCC Official Seal or Logo]