DD Month YYYY

**MEMORANDUM FOR CADET (INSERT FULL NAME)**

SUBJECT: NOTIFICATION OF REGIMENTAL HONOR (COURT/COMMITTEE) HEARING

In accordance with the Virginia Tech Corps of Cadets Honor Manual, you are charged with the following violation(s):

CHARGE(S)

1. CHARGE: (LYING/CHEATING/STEALING)
	1. SPECIFICATIONS: In that Cadet (INSERT FULL NAME) of (ECHO) Company on or about (INSERT DATE) did (INSERT SPECIFIC SCENARIO/GREATER EXPLANATION.)

Attachments:

1. A copy of all evidence pertinent to the case.
2. A written copy of your rights as outlined in the Virginia Tech Corps of Cadets Honor Manual.

Your Honor (Court/Committee) hearing will convene in (LOCATION) at (TIME) hours on (DD Month YYYY).

By signing, you acknowledge receipt of your formal charges, your rights, and the time and place of the hearing.

You may direct questions to your Defense Counsel.

Very Respectfully,

John N. Doe

Cadet Major, VTCC

Regimental Honor Committee Chief Justice, Spring 2023

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Accused Cadet

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Defense Counsel