[DATE]

To Whom it May Concern:

We request your assistance with an ongoing investigation into academic misconduct at the University of Windsor. On [DATE OF ASSESSMENT], a [TYPE OF ASSESSMENT] was given in the [TEACHING DEPARTMENT] [COURSE NAME/CODE] course. It was made clear to the students that the work was to be completed individually without consultation with anyone else and that the use of online resources other than those specified was prohibited.

It has come to our attention that one or more students posted parts/all of the assessment to CHEGG’s “Ask an Expert Q&A.” Students who posted and/or accessed the solutions to these questions are in violation of CHEGG’s honor code and the University of Windsor Senate Bylaw 31: Academic Integrity.

If possible, we would like information regarding several posts made on [DATE OF POSTS]. **The URLs for these posts are provided on the following pages**. It would be quite helpful if you could assist us by providing the following information:

* The date and time of the postings
* User information including IP address of the person(s) who posted the questions
* User information including IP address of the person(s) who accessed the solutions on [DATE OF ASSESSMENT]

Any other information which you could provide which you believe to be pertinent would also be welcome.

Thank you very much for your assistance in this regard.

Sincerely,

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ASSOCIATE DEAN SIGNATURE