

**[Insert name of Unit or District]**

date

name

address

city, state and zip code

**RE: Disciplinary Hearing Regarding [insert name of person charged]**

Dear Mr./Ms. \_\_\_\_\_:

The **[insert Unit or District]** Disciplinary Committee has received your letter of complaint against **[insert name of person charged]**. In response to your letter, we have scheduled a hearing for **[insert date, time and place of hearing]**.

At the hearing, the Committee will hear your complaint against **[insert name of person charged]**, and hear any other relevant evidence that you, any witnesses, **[insert name of person charged]** or any of his witnesses have to offer. **YOUR ATTENDANCE AT THE HEARING IS REQUIRED.** We look forward to resolving this issue at that time. Please contact me if you have questions regarding this matter.

Sincerely,

signature block

title

**PRE-HEARING LETTER TO COMPLAINANT**