

[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 a written complaint against [insert name of person charged] alleging misconduct on [insert date of incident] at the [insert the table number or tournament name or other location] toward [insert name of complainant].

It is our understanding that you [insert: "were a witness to the incident" or insert: "were the partner of the person charged"]. This letter is to notify you that the Committee requests your presence at a hearing involving this incident to be held on [insert date, time and place of hearing]. Please be prepared to testify as to what occurred on the date in question. Thank you. Please contact me if you have questions regarding this matter.

Sincerely,

signature block

title

PRE-HEARING LETTER TO WITNESS

NOTE: THIS LETTER ONLY REQUESTS THE WITNESS TO APPEAR. THE COMMITTEE MAY DEMAND THE APPEARANCE OF ANY WITNESS WHOSE TESTIMONY THE COMMITTEE FEELS IS CRUCIAL TO THE HEARING.