

[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. _____:

Consistent with my telephone conversations with you, I am writing to confirm that we have established the date, time and place for a hearing before the Disciplinary Committee of **[insert Unit or District]**. The hearing is scheduled for **[insert date of hearing]** starting at **[insert time of hearing]** at **[insert place of hearing]**.

I am including the two (2) documents identified herein, for your information and review. These are:

- Formal letter of complaint dated **[insert date of complaint]** signed by **[insert name of complainant]**.
- Listing of the names, and telephone numbers of the members of the Disciplinary Committee of **[insert name of Unit or District]**.

In addition, please review the Code of Disciplinary Regulations available at www.acbl.org under Governance - especially Appendix C, the Sanction Guidelines.

Please make sure that you are in attendance for the hearing by **[insert time of hearing]**, so that we might resolve any procedural or logistical issues any Committee Member might have.

Thank you.

signature block

title

PRE-HEARING LETTER TO MEMBERS OF COMMITTEE