

[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. _____:

I am writing to inform you that the recent complaint filed by **[insert name of complainant]** against **[insert name of person charged]**, has been brought to closure. The action recommended by each of you, and taken by the Disciplinary Committee, was to impose **[insert sanction(s)]** upon **[insert name of person charged]**. As such, this will, together with the appropriate documentation, become a matter of record with the ACBL, and with the **[insert Unit or District]**.

Formal letters from the Disciplinary Committee were transmitted to all principals attending the committee hearing, informing them (where appropriate) of the action taken, and thanking them for their participation. These letters were sent to: **[insert name of person charged]**, **[insert name of complainant]** and **[insert name(s) of witness(es)]**. In each case, I followed up with a telephone call, to thank the participants for their time and involvement in the Disciplinary Committee hearing, and re-emphasized the correct procedure of summoning the director, rather than personally engaging fellow bridge players who may have committed an irregularity.

I would like to take this opportunity to thank you personally for your time and effort and for the professional manner in which you conducted yourself at and after the hearing.

Sincerely,

signature block

title

POST-HEARING RESPONSE TO COMMITTEE MEMBERS