

[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. _____:

This is to advise you that the decision in the above matter was to impose the following:

[insert sanction(s)]

No suspension or other additional disciplinary action is involved. However, a formal record of this matter is being noted by **[insert Unit or District]** and a report has been filed with ACBL Headquarters in Memphis, Tennessee. Consequently, should another incident occur, this judgment may be taken into consideration.

[We appreciate your apology at the bridge table and your acknowledgment that what you said was inappropriate. Please take special care in the future to call the director should you feel that something improper is occurring at the table.]

Sincerely,

signature block

title

POST-HEARING LETTER TO PERSON CHARGED