

To: Witness Name

From:

Date:

Subject: Witness to an Incident that occurred at

on

This letter is to notify you that the Disciplinary Committee requests your presence as a witness at the hearing scheduled as follows:

Date and Time: at

Location:

The Complaint alleges that Charged Party:

Presence at the hearing may be in person or via telephone. If you are unable to be present, please contact me to arrange the submittal of a written statement. Pursuant to the ACBL Code of Disciplinary Regulations (CDR), your failure to appear at the hearing or to provide a signed written or electronic statement is grounds for discipline unless you can provide a convincing reason.

If you have questions regarding this matter, please contact me. The CDR can be found on our website at http://www.acbl.org/cdr.

My contact information: