

The following letter should be sent only to witnesses that the committee is requesting attend the hearing. Attendance of witnesses called by the complainant or the charged person is up to that party. When, in the opinion of the Disciplinary Chairman, a witness's testimony is material to the hearing, the witness may be required to appear or give a written statement, unless reasonable cause can be shown to exempt the witness from testifying (see CDR 5.3.5). Failure to appear is grounds for disciplinary action, unless reasonable cause can be shown.

[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 charge based upon 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]**. [If testimony is crucial, change the above sentence to: This letter is to notify you that, since your testimony is judged crucial, the Committee requires your presence at a hearing involving this incident to be held on **[insert date, time and place of hearing]**. Failure to appear is grounds for disciplinary action, unless reasonable cause can be shown.

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