

The following sample letter is sent to all complainants in the matter. It is suggested that you discuss the complainant's availability to attend the hearing informally before sending formal, written notification.

[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 charges based upon your letter of complaint against **[insert name of person charged]**. In response to these charges, a hearing has been scheduled for **[insert date, time and place of hearing]**.

At the hearing, the Committee will hear the charges based upon your complaint against **[insert name of person charged]**, and hear any other relevant evidence that you, any witnesses provided by you, **[insert name of person charged]** or any of his witnesses have to offer. **YOUR ATTENDANCE AT THE HEARING IS REQUIRED.** We look forward to resolving this issue at that time. Please contact me if you have questions regarding this matter.

A copy of the ACBL Code of Disciplinary Regulations is available at the ACBL web page (www.acbl.org). Should you wish a hard copy, please advise the Disciplinary Administrator, ACBL, 2990 Airways Blvd., Memphis, TN 38116 or you may call her at (901) 332-5586, ext. 1307. There is a charge for a hard copy of the Code of Disciplinary Regulations.

Sincerely,

signature block

title

PRE-HEARING LETTER TO COMPLAINANT

August 2004