

CITY OF \_\_\_\_\_

RE:

Date:

Dear

I am an investigator with the City of \_\_\_\_\_. I am writing to you because of a complaint received against your license to practice \_\_\_\_\_.

A copy of the complaint or document that initiated the complaint is attached for your review as required by state law. You may submit a written response to the information contained in such complaint or document within 20 days of service to you of the complaint or document. Your response shall be considered by the Disciplinary Action Board. The right to respond does not prohibit the issuance of a summary emergency order if necessary to protect the public.

I will be contacting you at a later date to schedule an appointment for the purpose of obtaining your statement concerning this matter. You are not required to answer any questions or give any statement and you will have the right to be represented by counsel, at your own expense.

I cannot estimate how long it will take to complete this investigation because the circumstances of each investigation differ. I appreciate your cooperation and understanding in this regard.

If you choose to file a response please send it to me, return receipt requested, at the address indicated herein. If you have any questions concerning this matter, you may contact me at the telephone number listed at the bottom of this letter.

Sincerely,

Enclosure(s)