SAMPLE LETTER

Date Submitted:

Summary of
Complaint_____
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Additional
Details_____
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(ATTACH ADDITIONAL PAGES IF NECESSARY)

Facts of Complaint and Date(s) of
Incident(s)_____
_____
_____
_____
_____
_____

Names and Addresses of Individual(s)
Involved_____
_____

Name(s)_____
_____Address(es)_____
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