

SAMPLE - COMPLAINANT COVER LETTER (1000)

(No. 37 August 1995)

(123) 456-7890

DATE

NAME

ADDRESS

CITY, STATE ZIP CODE

Dear Xxx Xxxxxxx:

Citizen complaints against employees of the California Department of Forestry and Fire Protection (CDF) are handled according to Departmental policy and investigated in accordance with the California Penal Code Section 832.5.

The success of CDF is dependent upon the ability of its employees to present a professional demeanor and to consistently exercise sound judgment. We continually recognize the importance of receiving public input concerning the administration of the department. To maintain public confidence and trust, we conduct thorough investigations of all allegations of misconduct.

Your initial contact with the department has indicated a situation that will require some follow-up. The investigation will be conducted by (NAME, TITLE, PHONE, AND CONTACT LOCATION). You will be contacted during the course of the investigation and will be advised when the investigation and review has been completed, to the extent allowed by law. Please fill out the attached form with your signature and return to this office, if you have not already done so. (CITIZEN COMPLAINT FORM LE-95). A SUMMARY OF CITIZEN COMPLAINT PROCESS (Form LE-95A) is provided for your information.

Thank you for your interest.

Sincerely,

NAME

ADMINISTRATIVE UNIT CHIEF TITLE

Attachments: Form LE-95 and LE-95A

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