

SAMPLE - WITNESS COVER LETTER (1000)

(No. 37 August 1995)

(123) 456-7890

DATE

NAME

ADDRESS

CITY, STATE ZIP CODE

Dear Xxx Xxxxxxx:

A citizen complaint has been filed against (EMPLOYEE NAME), for an incident that occurred at (LOCATION) on (DATE). The complainant/employee has indicated that you were either a witness to all or part of this incident or have information pertinent to this case and has requested that we contact you to determine what you observed. Please fill out the attached witness statement and return within ten calendar days. An investigator may call upon you at a later date to follow-up on your statement or to obtain any evidence that you might have.

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

If you have any questions regarding this matter or need assistance, please call me at (PHONE NUMBER - TIMES). Your prompt attention to this matter is most appreciated.

Sincerely,

NAME AND TITLE

Complaint Investigator

Attachment: Citizen Complaint - Witness Statement

[\(see Table of Contents\)](#)