

**SAMPLE - FINAL LETTER TO COMPLAINANT (1000)**

(No. 37 August 1995)

(123) 456-7890

DATE

NAME  
ADDRESS  
CITY, STATE ZIP CODE

Dear Xxx Xxxxxxx:

Thank you for bringing our attention to an incident that occurred on (DATE), involving an employee of the California Department of Forestry and Fire Protection.

We are making every effort to provide the best possible public service and are continually striving to assure that all of our employees conduct themselves in a professional manner.

It is the policy of the Department to investigate all complaints about the conduct of our employees. When an investigation establishes that an employee's conduct was improper, corrective action is taken.

The incident you reported has been thoroughly investigated and the Department has taken appropriate action in this matter.

We appreciate your taking the time to discuss this matter with us.

Sincerely,

NAME  
ADMINISTRATIVE UNIT CHIEF TITLE

cc: Employee

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