

(SAMPLE LETTER 1)

(DATE)

(NAME OF PARENT/LEGAL GUARDIAN)
(ADDRESS)

Dear _____:

The purpose of this letter is to inform you that I have concluded ~~a~~my preliminary investigation into allegations made by your child against an employee. As I ~~in~~informed you during our telephone conversation ~~of~~on _____ (date) at _____ (time), I have found no basis or supporting evidence of this allegation~~;~~; ~~therefore~~;, I have no choice but to consider this matter closed at this time.

If you have any questions or concerns, please do not hesitate to call me at the school at _____ (telephone number).

Sincerely,

(Principal's name)

cc: _____ (Superintendent)
_____ (HR director's name)
_____ (District's legal counsel)

Note: This letter is a follow-up to the principal's phone call in Step 3