

(SAMPLE LETTER 2)

(DATE)

**(NAME OF PARENT/LEGAL GUARDIAN)
(ADDRESS)**

Dear _____:

The purpose of this letter is to inform you that we are initiating an internal investigation into an incident reported by your child ~~and~~ involving an employee at this school. I verbally communicated this to you during our telephone conversation ~~of~~ on _____ (date) at _____ (time).

Enclosed is a procedural checklist and estimated timeframe for the investigation. If necessary, you will be contacted during the investigation.

If you have any questions or concerns during the course of the investigation, please call me at the school at _____ (telephone number).

Sincerely,

(Principal's name)

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

RICHLAND COUNTY SCHOOL DISTRICT ONE