

(SAMPLE LETTER 3)

(DATE)

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

Dear _____:

The purpose of this letter is to inform you that I have concluded a preliminary investigation into allegations brought against you by a student. At this time, the investigation does not warrant any further action by the district.

While the district will not pursue further action, parents/legal guardians ~~do~~ reserve the right to pursue criminal or civil action.

Sincerely,

(Principal's name)

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