Template – Complaint Notification Letter: Properly Lodged

Date

Name
Mailing Address
City & Province Postal Code
Email

Dear Comrade (Last Name),

Under the provisions of Section 304.a.__ of the General By-Laws, a complaint was lodged against you by member Comrade (Last Name) of Branch Number ____ on (Date of Complaint). Received at the Branch office on (Date of Receipt).

The complaint was then referred to the Branch President who reviewed the complaint. The Branch President has ruled this complaint as properly lodged and a Complaint Committee is being appointed to deal with this matter in accordance with Section 308 of the General By-Laws.

You will receive correspondence directly from the Complaint Committee Chair after the committee has been formed. All timelines commence from the date of the complaint was received in our office on (Date of Received).

The findings and recommendations of the Complaint Committee will be forwarded to the Secretary of the Branch within 30 days of the hearing, as well as both parties to the complaint. As per Section 310, the decision of the Complaint Committee shall be effective immediately, except in the case of expulsion from the Legion.

Sincerely,

Branch President Name
Branch # (Name of Branch)