Template – Decision Cover Letter

Date

Name
Mailing Address
City & Province Postal Code
Email

Complaint Committee Decision

Dear Comrade (Last Name),

Enclosed is the decision letter of the Complaint Hearing that was held on (Date of Hearing and location). Following Section 310.a. of the General By-Laws, this decision is final unless appealed under Section 314.

Sincerely,

Name, Branch #
Complaint Committee Chair