**Template – Documents Only Notification email**

Dear [Name of Complainant/Respondent],

I wish to inform you that after considering all documentation and correspondence regarding the complaint submitted by [Name of Complainant] against [Name of Respondent] on the [Date] the documents only process has been deemed suitable to resolve this matter.

If you wish to submit any further written documentation for consideration in this matter, this will need to be provided by the [Date]

I can confirm that all members of the CDC have declared no interest in the outcome of the complaint.

Kind regards,

X