**Template email to respondent notifying of complaint**

Dear [Respondent],

My name is [Name] and I have been appointed as the Chair of the Complaints and Disciplinary Committee for [Club Name]. I write to inform you that I have received a formal Complaint against [Name of Member]. I attach a copy of the Complaint Form and supporting documentation received which sets out the details of the complaint being made. Please also see attached the Complaints Notification Form which outlines all further information.

I will be the primary person dealing with the handling of the complaint and should you have any queries, please feel free to contact me by email at [Email address] to ensure a timely response.

[Club Name] requires that you give this complaint your immediate consideration and provide a reply by email to me within [deadline]. Please ensure to attach any supporting documents you wish to include as part of the resolution.

Please also note that, as this complaint involves a person under the age of 18, the Club Children’s Officer [CCO Name] will be copied on all correspondence to ensure that the best interests of the child are given due consideration.

I look forward to hearing from you by [date].

Kind regards,

X