



[Date]

[Adult Student Complainant/Parent/Guardian]
[Address]

Re: Draft Investigative Report
Case No. _____

Dear Mr./Ms. _____:

Enclosed please find the draft investigation report in the above referenced Title IX investigation. No further action on your part is required. However, you may submit a written response to this report to **[Decision Maker]**, who will serve as the Decision Maker in this complaint, at **[email]** no later than **[deadline – at least 10 days]**. You may also submit written, relevant questions¹ that you would like asked of a party or witness to the Decision Maker.

I will issue my final investigative report after reviewing any written response you submit by the deadline above.

Sincerely,

[Name],
Title IX Investigator

¹ Questions regarding a Complainant's sexual predisposition or prior sexual behavior are not allowed, unless the responses are needed to prove that someone other than the Respondent committed the alleged conduct or to prove consent.