

[Place on District Letterhead]

[Date]

[Party's Name and Address]

Re: ***Notice of Interview***

Dear [Name]:

As you know, the district is investigating a formal complaint of sexual harassment in which you were named as a party. As part of this investigation, the district intends to interview you at [enter the date, time and location of the interview, recognizing that this notice must provide the party sufficient time to prepare for the interview, which we would normally say is at least 24 hours.]

If you have an advisor, you are entitled to have him or her attend the interview. You should notify your advisor of this communication and the planned interview immediately. If you are unable to participate in the interview as scheduled, you must notify me immediately of your concerns.

Sincerely,

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[Signature Block]