

Template of Cover Letter Providing Evidence and Draft of Investigative Report to Parties in Title IX, Sexual Harassment, Sexual Misconduct, or Interpersonal Violence Case

Date

Name of Party
Address of Party

EOP Case Number and Parties:

Dear _____:

A copy of this letter and the attachments are being provided to each party and their advisors. The purpose of this letter is to provide the relevant evidence obtained during the investigation of this case, which is also summarized in the attached draft report of the investigation.

You and/or your advisor are allowed ten (10) calendar days to review and comment on the evidence obtained during the investigation. If no response or comments are received within ten (10) calendar days of the date of your receipt of this letter, the final version of the investigative report will be prepared. If you provide any response or comments to the relevant evidence attached hereto, and as summarized in the attached draft report, your response and/or comments will be considered prior to finalizing the investigative report.

A copy of the final version of the investigative report will be provided to each party and their advisors. A copy of the final report will also be provided to the hearing officer and to the appropriate university officials who have a need to know.

Please let me know if you have any questions.

Sincerely,

Signature of Investigative Officer

Signature of Title IX Coordinator/Director