LETTER – INITIAL DECISION MAKER NOTIFICATION OF PARTY QUESTIONS

INSTRUCTIONS FOR INITIAL DECISION MAKER: USE THIS LETTER TO FORWARD TO THE APPROPRIATE **PARTY** (AND THEIR ADVISORS, IF ANY ) OR TO THE APPROPRIATE **WITNESS** ANY QUESTION(S) POSED TO THEM BY A PARTY (AND DEEMED RELEVANT BY YOU AS INITIAL DECISION MAKER). AS REQUIRED BY **POLICY SECTION IV.F.2.b. SEND INDIVIDUALIZED LETTERS TO WITNESS OR THE PARTY, COPYING THE PARTY ADVISOR (IF ANY), AND PROVIDE COPIES OF THIS LETTER TO EACH PARTY (UNLESS ONE IS THE ORIGINAL RECIPIENT]**

Be sure to read this entire letter and make the appropriate text selections where indicated in [BRACKETS]

**[INSERT HERE DATE OF LETTER OR EMAIL]**

**[INSERT METHOD OF DELIVERY: FIRST CLASS MAIL OR EMAIL]**

PARTY or WITNESS NAME

ADDRESS
EMAIL ADDRESS:

RE: Notification of Questions

DEAR [INSERT PARTY OR WITNESS NAME HERE]:

I am writing to you in my role as Initial Decision Maker and forwarding to you questions posed to you as the [CHOSE ONE: Complainant/Respondent/Witness] in this matter and deemed relevant by me to a determination of responsibility regarding the Formal Complaint of Sexual Harassment. Please see the attached document with those questions. (Enclosure)

Please submit written responses, if any, directly to me, no later than [**INSERT DEADLINE DATE which MUST PROVIDE THEM AT LEAST 10 DAYS FROM THE ANTICIPATED DATE OF RECEIPT OF YOUR LETTER BY THE RECIPIENT]**.

Thank you for ongoing cooperation in this matter.

Sincerely,

Title IX Initial Decision Maker

Enclosure (Copy of Questions Posed)

Cc: Complainant Party (as appropriate) w/ enclosure

 Complainant Party Advisor (as appropriate) w/enclosure

Respondent Party (as appropriate) w/ enclosure

 Respondent Party Advisor (as appropriate) w/ enclosure