LETTER – INVESTIGATOR NOTIFICATION OF OPPORTUNITY TO REVIEW AND RESPOND TO INVESTIGATIVE REPORT

INSTRUCTIONS FOR TITLE IX INVESTIGATOR: USE THIS LETTER TO FORWARD TO EACH PARTY AS REQUIRED BY **POLICY SECTION IV.E. 10. COPY OF YOUR INVESTIGATIVE REPORT AND INVITING THEM TO SUBMIT A WRITTEN RESPONSE DIRECTLY TO THE TITLE IX COORDINATOR. SEND THE LETTER TO BOTH COMPLAINANT AND RESPONDENT SEPARATELY AND SIMULTANEOUSLY AND COPY THEIR ADVISORS (IF ANY) AND TITLE IX COORDINATOR**

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]**

RESPONDENT/COMPLAINANT NAME

ADDRESS  
EMAIL ADDRESS

RE: Title IX Sexual Harassment Investigative Report and

Notice of Your Opportunity to Provide Written Response

DEAR [**COMPLAINANT/RESPONDENT]**:

I am writing in my capacity as Title IX Investigator to provide you with a copy of my Title IX Sexual Harassment Investigative Report (“Report”). A copy of that Report is attached for your review, as required by Policy Section IV.E.10.

You are entitled to submit a written response to this Report. Please forward any such response directly to the Title IX Coordinator 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]**.

This concludes my work in this matter.

Sincerely,

Title IX Investigator

cc: Title IX Coordinator

Party Advisor (IF ANY)

Enclosure: Title IX Investigation Evidence Packet [**EITHER ATTACH AN ELECTRONIC OR HARD COPY]**