

**DISTRICT LETTERHEAD**

***\*The Complainant and Respondent are entitled to an electronic or hard copy of the evidence prior to the issuance of the investigative report and must be given a ten-day opportunity to submit a written response.***

**[Date]**

**[Adult Student Complainant/Parent/Guardian/Employee Complainant/Respondent]**

**Address**

**City State Zip Code**

Re: Opportunity to Review Evidence Title IX Complaint – Sexual Harassment  
Case No.

Dear Mr./Ms. \_\_\_\_\_:

You have the right to review any evidence obtained as part of the investigation of sexual harassment involving you/your student. The evidence is being provided electronically in a format that does not allow for copying or downloading in order to protect confidential information about the parties.

***[Insert instructions for accessing evidence.]***

You may submit a written response within 10 days of receipt of this letter. Your written response will be considered before I draft the investigative report.

Sincerely,

\_\_\_\_\_  
**[Name]**

Title IX Investigator

cc: Title IX Coordinator