

**SAMPLE LETTER TO COMPLAINANT REGARDING SCHEDULING OF MEETING OF
FORMAL RECONSIDERATION AT DISTRICT LEVEL**

Date _____

Dear _____:

Please be advised that the district level reconsideration committee will be meeting on _____ with respect to your request for reconsideration regarding the use of _____.

You are welcome to appear before the district level reconsideration committee at this scheduled time and address the reconsideration committee regarding your concern.

Sincerely,