

Notification of Intended Sanction

Date:

To:

Address:

Dear ,

This letter serves as formal notification of our intention to impose a sanction against you in accordance with our policies and regulations. The details of the intended sanction are as follows:

- Reason for sanction:
- Date of incident:
- Type of sanction:

You have the right to respond to this notification and provide any relevant information or explanation regarding the incident. Please submit your response by .

If you have any questions or require further details, please contact .

Sincerely,