**NOTIFICATION OF ASSESSMENT MALPRACTICE FINDING LETTER TEMPLATE**

<FIRST NAME> <SURNAME>

<ADDRESS 1>

<ADDRESS 2>

<ADDRESS 3>

Reference Number: <Number>

<Insert date here>

Subject: Finding of the Alleged Malpractice Investigation

Dear <Title> < Surname>,

I am writing to tell you about the finding of our investigation into the malpractice allegation. We have <**upheld / not upheld >** (*delete as appropriate*) the allegation.

**<In the case of an allegation that has been upheld – outline sanction here*>*** *(delete as appropriate)*

If you want to appeal this finding, you must complete the attached application form and return it to me within five (5) working days from the date of this letter.

If you require any further information, please do not hesitate to contact me. Please **keep this letter** as you will need the above reference number to complete the appeal form (if you are taking one) and when you contact us on this matter.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Name>

<Provision Co-ordinator>