Form #E-21

Board or State Association				
Address	City	State	Zip	
	Sample Letter of Re Letter of Warr	•		
RE: Letter of Reprimand (or Letter of War	ning), Case			
Dear:				
The Board of Directors met on	to cons	ider the above-refer	enced case. It was the d	ecision of the
Board of Directors to confirm the finding o	f a violation of Article(s)	Article(s)	of the (Code of Ethics
and the discipline recommended by the Hea	ring Panel.			
Pursuant to the discipline imposed, you are	to remit a \$250 fine to be paid	by	Date	and
attend		_by		,
Specific Name of Educa	ation Course	•	Date	
providing the Board with proof of completion	on of the course. Failure to pay	the fine or attend the	e course as stipulated wi	ll result in

Insert whatever additional discipline will automatically be imposed as recommended by the Hearing Panel and approved by the Board of Directors

This letter is to be construed as an Official Letter of Reprimand advising of a lack of professional conduct as determined by a due process hearing of the Professional Standards Committee and affirmed by the Board of Directors (or this letter is to be construed as an Official Letter of Warning advising of a lack of professional conduct as determined by a due process hearing of the Professional Standards Committee and affirmed by the Board of Directors (or this letter is to be construed as at official Letter of Warning advising of a lack of professional conduct as determined by a due process hearing of the Professional Standards Committee and affirmed by the Board of Directors. Future similar conduct could result in more severe sanction).

Upon completion of the discipline imposed by the time specified above, this matter will be considered closed.

Sincerely,

President (or Professional Standards Administrator)

NOTE: The second paragraph of this letter is an example; a letter of reprimand or warning may be the only discipline imposed. Likewise, the third paragraph of the sample letter could be deleted if no letter of reprimand or warning is issued when informing the parties of the Board of Director's final action.