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Board or State Association

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Address

City

State

Zip

RE: Letter of Reprimand (or Letter of Warning), Case \_\_\_\_\_

Dear \_\_\_\_\_:

The Board of Directors met on \_\_\_\_\_ to consider the above-referenced case. It was the decision of the  
Date  
Board of Directors to confirm the finding of a violation of Article(s) \_\_\_\_\_ of the Code of Ethics  
Article(s)  
and the discipline recommended by the Hearing Panel.

Pursuant to the discipline imposed, you are to remit a \$250 fine to be paid by \_\_\_\_\_ and  
Date  
attend \_\_\_\_\_ by \_\_\_\_\_,  
Specific Name of Education Course Date  
providing the Board with proof of completion of the course. Failure to pay the fine or attend the course as stipulated will result in

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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. 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.