				Form #E-21
	Board or State Ass	sociation		
Address	City	State	Zip	
	Sample Letter of Letter of Wa			
RE: Letter of Reprimand (or Letter of War	ning), Case	_		
Dear:				
The Board of Directors met on	to co	onsider the above-refer	renced case. It was	the decision of the
Board of Directors to confirm the finding of and the discipline recommended by the He	of a violation of Article(s)	Article(s)	of	the Code of Ethics
Pursuant to the discipline imposed, you are		aid by		and
attendSpecific Name of Educ	•	•	Date	und
Specific Name of Educ providing the Board with proof of completi			Date ne course as stipulate	ed will result in
Insert whatever additional discipline will a	utomatically be imposed as recomi	mended by the Hearing Pane	el and approved by the Bo	pard of Directors
This letter is to be construed as an Official process hearing of the Professional Standa an Official Letter of Warning advising of a Standards Committee and affirmed by the	rds Committee and affirmed a lack of professional condu	d by the Board of Direct as determined by a co	ctors (or this letter is due process hearing	of the Professiona
Upon completion of the discipline imposed	by the time specified above	e, this matter will be con	nsidered closed.	
Sincerely				

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.