**Form #E-2**

Board or State Association

Address City State Zip

**Notice to Respondent (Ethics)**

In the case of vs.

To (respondent).

Attached hereto is a copy of a complaint which names you as respondent, as filed with this Board and referred to a Hearing Panel

for hearing as a matter of an alleged violation of Article(s) of the Code of Ethics or other membership duty as set forth in the bylaws of the Board.

Please be advised that, under the bylaws of the Board, you have ten (10) days from the transmittal of this request to transmit a response to, or file your reply at, the office of the Board at the address above.

Your reply must be typewritten, with original and copies for this office, and must be signed and dated.

Respectfully submitted,

, Professional Standards Administrator

Type/Print Signature

Board or State Association

Dated: , 20

*(Revised 11/14)*

91 *Code of Ethics and Arbitration Manual*