



[Date]

[Adult Student Complainant/Parent/Guardian]

[Address]

Re: Opportunity to Review Evidence Title IX Complaint – Sexual Harassment
Case No. _____

Dear Mr./Ms. _____:

You have the right to review any evidence obtained as part of the investigation of sexual harassment involving your student. Please contact me at **(XXX) XXX-XXXX** or **[email]** by **[date]** if you would like the opportunity to inspect and review the evidence.

The evidence may be provided in a format that prevents copying or downloading in order to protect the confidentiality of information in education records for the students involved.

You may submit a written response within 10 days of reviewing the evidence. Your written response will be considered before I draft the investigative report.

Sincerely,

[Name],
Title IX Investigator