



BC/Yukon Command

#101 – 17618 58 Avenue
Surrey, BC V3S 1L3
Tel: (604) 575-8840
Fax: (604) 575-8820
admin@legionbcyukon.ca

legionbcyukon.ca

DATE

REGISTERED MAIL

NAME

MAILING ADDRESS

CITY & PROV.

POSTAL CODE

Dear Comrade __LAST NAME__,

This letter is to acknowledge receipt of your complaint lodged against Comrade __FIRST & LAST NAME__, dated __DATE OF COMPLAINT__ received in our office on __DATE RECEIVED AT BRANCH OFFICE__.

As required under the General By-laws the complaint received by the Branch Secretary, was referred to the Branch President who reviewed the complaint. As Branch President your complaint has been deemed not properly lodged. The reasoning for the decision of not being properly lodged was __PUT REASONING HERE (EX. TIMELINE NOT MET, FILING FEE NOT ATTACHED, NOT A MEMBER IN GOOD STANDING, ETC.)__.

Please find enclosed your \$100 for this complaint. (ONLY PUT THIS PART IF THE FILING FEE WAS WITH THE COMPLAINT)

No further action will take place and this complaint is considered closed.

Yours truly,

NAME

PRESIDENT BRANCH # __NAME OF BRANCH__