October 5, 2018

«complainant»

«compAddress»

«compCityStateZip»

Re: «respondent» // «project»

Case No. «caseNumber»

Dear «compSalutation»:

The division has received your complaint and it has been assigned to me for investigation. I would like to discuss the allegation(s) with you, and have tried to call you on «call1date», and «call2date», at the number you provided, «compPhone», but I've been unable to reach you.

I have reviewed your complaint; however, I need to discuss your allegations with you before proceeding.

Please contact me at 850-717-1483 by «dueDateACKC», in order to discuss your complaint in detail. It is important that I speak with you to ensure I understand the issues. If I do not hear from you by «dueDateACKC», this case will be closed without any further activity.

I look forward to speaking with you soon and appreciate the opportunity to be of service to you.

Sincerely,

BUREAU OF COMPLIANCE



Danny Brown, Financial Examiner/Analyst

850-717-1483

[daniel.brown@myfloridalicense.com](mailto:daniel.brown@myfloridalicense.com)