January 9, 2019

«complainant»

«compAddress»

«compCityStateZip»

Sent via email to

Re:

Case No. «caseNumber»

Dear :

This letter serves to provide the current status of the above-referenced case. As of this date, the case remains under investigation, and the following is an update of the allegations being addressed:

* **List the allegations, number each if more than one.**
* **Provide update on investigation. Include where we are, what we are waiting on, and expected resolution date if possible.**

We will continue to provide you an update every 30 days until the case is resolved. If you have any questions or concerns, please feel free to contact me.

Thank you again for the opportunity to be of service to you.

Sincerely,

BUREAU OF COMPLIANCE



Danny Brown, Financial Examiner/Analyst

850-717-1483

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