**CLOSURE LETTER**

Date: {date}

**Student Details**

Student: {firstName} {lastName}

Year Level / ID Number: Year {year}, {idn}

College / Degree: {College} – {Degree}

**Case Details**

Nature: {offense}

Date of Apprehension: {dateApp}

Complainant: {comFirst} {comLast}

Investigating Officer: {idoFirst} {idoLast}

Term / Academic Year: Term {term}, SY {schoolYr}

Final Verdict: {verdict}

Actions to Be Taken: {actions}