In reply refer to: 08

November 30, 2022

VIA: **(Delivery Method)** emailaddress3

firstname lastname

address1\_line1 address1\_line2

address1\_city, govcdm\_address1statepicklist address1\_postalcode

**Re: Notice** **Transcript Return, EEO Case No. govcdm\_name.**

Suspense Date: **(Due** **Date)**

Dear firstname lastname:

1. Please review the enclosed transcript of your testimony taken on **(Date)**. This copy of the transcript is your copy. You may retain it for your records.

2. If you desire to make corrections to your statement, please make them on the attached *Errata* sheet, not on the transcript itself. After you have completed the *Errata* sheet, sign and return it to me by the suspense date identified above.

3. Your signed and dated response is due by the Suspense Date identified above. The responses can be mailed to my attention at **(Investigator’s address)** address1\_line1 address1\_line2, address1\_city, govcdm\_address1statepicklist address1\_postalcode or can be submitted via encrypted email to my email address at **(Investigator’s email address)** internalemailaddress.

4. Thank you for your prompt attention to this matter. If you have any questions or need assistance, please contact me at **(Investigator’s telephone)** address1\_telephone3 or by email at the above address.

Sincerely,

firstname lastname

EEO Investigator

Enclosure: As Stated