



Notification of Preliminary Review Committee Members

Date [DD_Month_YYYY]

Case reference [CICYYY-XXX]

Dear Mr / Ms [insert name]

This notification is to advise you of the members of the Preliminary Review Committee (PRC), a subgroup of the Complaint Investigation Committee (CIC) members, who will be the investigative agents of this case. If you believe that any of these persons would be unable to maintain a bias free perspective during this investigation you are provided 72 hours to make this belief known to me. Any claim of a bias disposition must be substantiated, without which, it will be dismissed. If notification is not received from you it will be determined that you have no bias concerns with the PRC. The committee members are:

1. Rupert Wedgwood – Professional Member
2. [insert name and membership status]
3. [insert name and membership status]
4. [insert name and membership status]
5. [insert name and membership status]

Sincerely,

Rupert Wedgwood
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Rupertw@telusplanet.net

[Complaints and Investigation Committee Chair Name]