



Verwysing
Reference

Navrae
Enquiries

Telefoon
Telephone

Faksnommer
Fax number

ATTENTION
STATION ADDRESS

TODAY'S DATE

RE: NATURE OF CASE
COMPLAINANT
COMPLAINANT ID NUMBER

1. This letter serves to confirm that (state date/time/nature of incident
2. Any added information pertaining to the case
3. For further enquiries contact

SIGNATURE _____