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| --- | --- |
| Name [Person who lodged or was the subject of the grievance] | Our ref:  Your ref:  Contact:  Date: |
| Address |

Dear [NAME OF CLAIMANT]

BREACH OF STANDARD CLAIM LODGED – [INSERT RELEVANT STANDARD]

I wish to advise that the breach of Standard claim you lodged with this agency on [INSERT DATE CLAIM LODGED] has been sent to the Public Sector Commissioner, in accordance with regulation 10 of the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005.

An officer from the Public Sector Commission will contact you about your claim.

Yours sincerely

[INSERT NAME]