**Letter inviting a witness to an investigation meeting**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name],*

**Re: Attendance at investigation meeting as a witness**

I am writing to request your attendance at a meeting to investigate an allegation(s) that have been made against *[insert name of colleague].*

I want to assure you at this point that no allegations have been made against you. However, I believe that you may have some information that may assist us in dealing with the matter and therefore it is important that I speak to you to help me establish a clear version of events.

The allegation(s) against *[insert name of colleague]* are as follows:

* *[Insert allegation/list of allegations which require investigation]*

The meeting will take place on *[insert date and time]* at *[insert location]* and will be conducted by *[insert name of investigating officer]*. *[Insert name of note-taker]* will also be present to take minutes of the hearing.

If for any reason you will be unable to attend at the scheduled time/location, please let me know as soon as possible. I am sure you understand the sensitivity of this matter and so we appreciate that you do not discuss it with anyone else.

If you have any queries about this letter, please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*