[DATE]

[RECIPIENT NAME]

[AGENCY]

Dear [NAME]

On [DATE], [AGENCY] received a sexual harassment complaint. I am writing to you today because you have been identified as a potential witness with information relating to the alleged events described in the complaint.

As [AGENCY’S] Sexual Harassment Officer (SHO), I have been assigned to investigate these allegations. Mayor’s Order 2023-131 requires you to cooperate in any internal sexual harassment investigation.

[AGENCY] is treating this matter with the necessary level of sensitivity and confidentiality and will take reasonable steps to address any claims.

To ensure full cooperation, please follow these steps:

1. Respond to this email with your availability **within the next 3 days** for a formal interview.
2. Read, sign, and return to me the Confidentiality Notice attached to this email, which will inform you of the District’s policy concerning the safeguarding of information relating to sexual harassment complaints and investigations. [AGENCY] also strongly recommends that you maintain an appropriate level of confidentiality regarding the details of the investigation.

Please return the signed Confidentiality Notice to me as soon as possible. You may also choose to return the signed notice to me at your formal interview.

If you have any questions or concerns, please contact me at: [PHONE], or email me at [EMAIL]. Thank you for your cooperation in making the District of Columbia a safe place to work.

Sincerely,

[NAME]

[AGENCY] Sexual Harassment Officer

[EMAIL]

[TELEPHONE]