[insert date]

**[name of respondent]  
[address line 1]  
[address line 2]**

**[email]**

Dear [insert]

The conduct of Victorian cricket members is critical to ensuring a safe, welcoming and inclusive environment for all cricket participants.

We write to inform you that [name of Victorian cricket organisation] (**Organisation/Association/Club name**) has become aware of information alleging you have breached section ## of the [Cricket Victoria Member Protection Policy (**MPP**)] or [Australian Cricket’s Code of Behaviour for Looking after our Kids (**Child Safe Code**)].

It is alleged that on [insert date, time and place (if applicable)] you:

1. [insert description of alleged conduct]; and
2. [insert description of alleged conduct],

(collectively the **Alleged Breach**).

In accordance with clause 24 of the Cricket Victoria Complaints and Resolution Policy, the [name of organisation] may impose one or more sanctions on a member where an alleged breach of the [policy name] has been found to be substantiated.

The [name of organisation] invites you to provide a written explanation of the Alleged Breach, and reasons as to why disciplinary action should not be taken against you based on the information received by the [name of organisation] concerning the Alleged Breach.

Please address this written explanation directly to the [name of organisation] Complaints Manager, [name], at [insert email] by [insert date].

Should you wish to discuss the above please contact me at [insert signatory email].

Yours faithfully

**[insert signatory]**

**[insert title]**