



**FEDERAL BUREAU  
OF INVESTIGATION**  
INTERNAL AFFAIRS

Office of Public and Internal Affairs  
NAME HERE  
Wilshire Federal Building  
1100 Wilshire Blvd  
Los Angeles  
California 90024  
United States

Ref No. 000

Date: 00.00.000

Rank & Name: YOUR NAME AND RANK HERE

Rank & Name:

**LETTER OF COUNSELING**  
**ADMINISTRATIVE REPORT FOR OFFICIAL USE ONLY**

Violations:

-

Evidence:

-

Details:

Punishment:

- WARNING

Sincerely,

***NAME HERE***

RANK HERE

FEDERAL BUREAU OF INVESTIGATION  
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CLASSIFIED DOCUMENT

