



FEDERAL BUREAU  
OF INVESTIGATION  
INTERNAL AFFAIRS

Office of Public and Internal Affairs  
(your username)  
Wilshire Federal Building  
1100 Wilshire Blvd  
Los Angeles  
California 90024  
United States

Ref No. 000

Date: 00.00.0000

Rank & Name: (offenders rank) (offenders name)

Dear, (offenders name)

**Re: Letter of Counseling**

This letter serves as a record of formal reprimand for your unprofessional conduct, furthermore, it is to inform you of your misconduct, and how to improve. **This letter will confirm that you, who received the warning, have read and understood this warning.**

This formal reprimand is the result of the following violations:

- (REASONS)
- (EVIDENCE USING LINKS)

To appeal this letter of formal reprimand, you must contact the Federal Bureau of Investigation's Internal Affairs department via a ticket within **3 days of the date of this letter**, and provide your dismissal letter, along with the context of dismissal and reference number.

Sincerely,  
(Signature)  
(Rank)