

## Response to Complaint

Contact Person: Laurie Carr, 303-497-8702, [lcarr@ucar.edu](mailto:lcarr@ucar.edu), CG4  
Fax 303-497-8701

Dear \_\_\_\_\_ :

Action on your complaint has been completed. The date of the complaint was: \_\_\_\_\_

Your concern has been investigated and the conclusion is that your concern is:

**Not warranted, for the following reason:**

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**Warranted. We have taken the following steps to reduce any harm you may have suffered:**

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We have taken the following steps to reduce the likelihood this will happen again:

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Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

NOTE: If you believe your rights have been violated, you may file a complaint with the Contact Person. All complaints must be submitted in writing to our Contact Person at the address listed at the top of this form. You will not be penalized for filing a complaint.

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