

## ATTACHMENT 3L4

### **SAMPLE CONFIRMING LETTER FOR NON-PARTY WITNESS**

(date)

Name of Witness  
(Address)

Re: Case Name and Number

Dear Mr./Ms. (Name):

This letter confirms our telephone conversation today concerning the investigation of the unfair labor practice charge in the captioned case. You stated that you were not present during a conversation between (name) and (his/her) supervisor (name). During the morning of (date) you attended an off-site training program.

If the above fact is inaccurate or incomplete please contact me by telephone or in writing on or before (date). If I do not hear from you by that date, I will assume that the facts as described are correct. In addition, this letter will be submitted to the Regional Director as evidence that s/he will consider in deciding the case.

I appreciate your cooperation in the investigation of this case.

Sincerely,

Field Agent