

ATTACHMENT 2H1

SAMPLE LETTER RE: AMENDMENT OF CHARGE

(Date)

Charging Party Rep.
(Name and address)

Re: Case Name and Case Number

Dear Mr./Ms. (Name):

Pursuant to our telephone conversation of (date), enclosed is the (First) Amended Charge in this case. In addition to the original allegations, you intend to (state added allegations or correction of errors). Please sign, and date the amended charge and return it as soon as possible. A copy must be served on the Charged Party.

If you have any questions, please contact me at (telephone #).

Sincerely,

Field Agent