

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Issue Directive concerning Studies and Investigations

Dear :

I have a few directives that need to be observed when conducting a study or investigation. When performing a study or investigation, please do the following:

1. Label everything with date and time of discovery, location, and person who discovered it.
2. When conducting oral studies (interviews, presentations, speeches, etc), please record by audio means and convert to CD (label).
3. Please keep a log of everything done concerning the study or investigation. Please note date, time, location, and persons included.
4. I need an update every Friday by noon.

If there are any questions or concerns, please feel free to contact me. Thank you for your cooperation in this matter.

Sincerely,

N A M E