

SAMPLE LETTER TO CANCEL DRB

DATE:

TO: Chairman: Disciplinary Review Board, Nassau County Police
Department

FROM: Police Officer , Serial Number , Shield Number , Precinct

SUBJECT: **CANCEL APPEARANCE IN FRONT OF THE DISCIPLINARY
REVIEW BOARD**

1. I respectfully request to cancel my appearance in front of the
Disciplinary Review Board in regards to IAU case number (insert case
number here). The hearing was scheduled for (insert date here).
2. By declining to appear in front of the board, I understand my case can
be heard without me being present.

Police Officer