



STATE OF CALIFORNIA  
FAIR POLITICAL PRACTICES COMMISSION  
1102 Q Street • Suite 3000 • Sacramento, CA 95811  
(916) 322-5660 • Fax (916) 322-0886

The following templates are the letters sent out by the Enforcement Division for the following reasons. The highlighted portions are the parts that we change to conform with the situation presented.

1. Notification that a sworn complaint was received (sent to all respondents)
2. We will investigate letters
  - i. For sworn, non-sworn/anonymous or commission-initiated
3. Letter rejecting a complaint
  - i. It is outside the Political Reform Act
  - ii. There is insufficient evidence of a violation



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[Date]

[Respondent's Name]

[Respondent's Address]

[City, CA Zip]

Via Email: [Email Address]

Re: Complaint No. [COM-XXXX]; [Respondent's Name]

Dear *Mr./Ms.* [Respondent's Last Name]:

The Enforcement Division of the Fair Political Practices Commission has received *a sworn complaint/the enclosed sworn complaint* against you. It appears the complainant is alleging you have violated the Political Reform Act's<sup>1</sup> [*campaign disclosure provisions*<sup>2</sup>/*conflict of interest provisions/advertisement disclaimer provisions*]. *The information filed in the complaint is below and any attachments filed are enclosed. – OR – The complaint and any attachments filed are enclosed.* The complaint was filed against all those listed above.

The person filing the Complaint is:

[Name and contact information of complainant]

The following individuals are listed as Witnesses:

[Name(s) and contact information of witness(es)]

The violations alleged are:

[Allegations]

At this time, we have not made any determination about the allegation(s) made in the complaint. Within 14 days, the complainant will be notified of our intent to:

- investigate the allegations of the complaint;
- refer the complaint to another governmental agency;

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<sup>1</sup> The Political Reform Act is contained in Government Code sections 81000 through 91014, and all statutory references are to this code. The regulations of the Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations, and all regulatory references are to this source.

<sup>2</sup> Please note that under the Act, you are required to retain accounts, records, bills, receipts and other original source documentation. These records should be readily available for any audit or investigation conducted by the Fair Political Practices Commission. (GC §§ 84104, 86110 and 90003; Regulations 18401, 18401.1.)

- take no action on the complaint because, on the basis of the information provided, the Commission does not appear to have jurisdiction to investigate; or
- take no action on the complaint because the allegations of the complaint do not warrant the Commission's further action.

A copy of that letter will be forwarded to you. If you have any comments on the allegation(s), your comments must be submitted in writing directed to [PRC's name] at the address shown above or by email to [PRC's email address]. Please include the complaint number referenced above in your response.

Sincerely,

*GWest*

Galena West  
Chief, Enforcement Division

GW:PRC's initials



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Date

Complainant Name

Address

City, CA Zip

Via email: Email Address

Re: Sworn Complaint Against Respondent's Name (Complaint Number)

Dear Mr./Mrs. Complainant's Last Name:

This letter is in response to the sworn complaint you submitted to the Enforcement Division of the Fair Political Practices Commission regarding the above-named individual/committee/entity. Based on a review of the complaint and documentation provided, the Enforcement Division found insufficient evidence of a violation of the Political Reform Act, and will not pursue an enforcement action in this matter. If you have any questions, please contact [PRC name] at prcemail@fppc.ca.gov.

Sincerely,

Galena West  
Chief, Enforcement Division

GW:prc initials

cc (with copy of complaint): Respondent's Name, via email: Email Address



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Date

Complainant Name

Address

City, CA Zip

Via email: Email Address

Re: Sworn Complaint Against Respondent's Name (Complaint Number)

Dear Mr./Mrs. Complainant's Last Name:

This letter is in response to the sworn complaint submitted to the Enforcement Division of the Fair Political Practices Commission regarding the above-named individual/committee/entity. The Commission only enforces the provisions of the Political Reform Act (the "Act") found in Government Code section 81000, et seq. The actions by the public official/s listed in your complaint are not governed by the Act, and the complaint failed to establish any violations of the Act. We will, therefore, not pursue the matter further. If you have any questions, please contact PRC name at prcemail@fppc.ca.gov.

Sincerely,

*Galena West*

Galena West  
Chief, Enforcement Division

GW: prc initials

cc (with copy of complaint): Respondent's Name, via email: Email Address



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Date

Respondent

Address

City, CA Zip

Email (if available)

RE: FPPC No. XXXX-XXXX; Respondent

Dear Mr./Ms./Committee:

This letter is to notify you that the Enforcement Division of the Fair Political Practices Commission has commenced a commission-initiated investigation regarding your/your committee's potential violations of the (campaign finance/advertisement disclaimer/conflict of interest) provisions of the Political Reform Act.

At this time, we have not made any determination about the possible violations. We are simply providing you with this information as a courtesy and may be contacting you to discuss the matter. Should you have any comments on this matter, please submit them in writing to the address provided above or at [complaint@fppc.ca.gov](mailto:complaint@fppc.ca.gov). If you have any questions regarding this letter, please contact PRC Name at PRC email.

Sincerely,

Galena West

Chief, Enforcement Division

GW/PRC's initials



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Date

Complainant  
Address  
City, CA Zip  
Email (if available)

Re: FPPC No. XXXX-XXXXX; Respondent

Dear Mr./Ms./Committee:

This letter is to notify you that the Enforcement Division of the Fair Political Practices Commission will investigate the allegations, under the jurisdiction of the Commission, of the sworn complaint you submitted in the above-referenced matter. You will next receive notification from us upon final disposition of the case. However, please be advised that, at this time, we have not made any determination about the validity of the allegations you have made or about the culpability, if any, of the persons you identify in your complaint.

Thank you for taking the time to bring this matter to our attention. If you have any questions regarding this letter, please contact **PRC name** at **PRC email**.

Sincerely,

*GWest*

Galena West  
Chief, Enforcement Division

GW: **PRC's initials**

cc: **Respondent**



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Date

Respondent Name

Address

City, CA Zip

Email (if available)

RE: FPPC No. XXXX-XXXXX; Respondent

Dear Mr./Ms./Committee:

This letter is to notify you that the Enforcement Division of the Fair Political Practices Commission will investigate the allegation(s), under the jurisdiction of the Commission, of the complaint submitted against you/your committee. However, please be advised that at this time we have not made any determination about the validity of the allegation(s) made or about the culpability, if any, of the person(s) identified in the complaint.

If you have any questions regarding this letter, you may contact PRC name at PRC email.

Sincerely,

*Galena West*

Galena West, Chief  
Enforcement Division

GW: PRC's initials