

# SAMPLE SUSPENSION COMPLAINT LETTER

(Complete the bolded areas as directed.)

Date

USBC Headquarters  
Attention: Rules  
621 Six Flags Drive  
Arlington, TX 76011

To Whom It May Concern:

I am requesting the United States Bowling Congress start suspension proceedings against **(violator's full name and position)** for violating USBC Rule(s) **(list rule(s) violated)**.

**(Site the specific rule/bylaw violated, and give a detailed explanation on how the rule/bylaw was violated. Do this for each rule alleged to be violated.)**

**(If the defendant is being charged with owing money, supply all documentation which would support an amount such as payment records, audits, bank records, etc.)**

USBC rule/bylaw violated:

1. \_\_\_\_\_

Describe how rule/bylaw was violated:

\_\_\_\_\_  
\_\_\_\_\_

USBC rule/bylaw violated:

2. \_\_\_\_\_

Describe how rule/bylaw was violated:

\_\_\_\_\_  
\_\_\_\_\_

Due to the charges listed above, I request that **(violator's name)** be suspended from membership and/or office privileges.

Sincerely,

**YOUR SIGNATURE**

Your name  
Address  
City, State and Zip Code  
Telephone Number  
Bowler's National ID #  
E-mail Address

**(NOTE: Include all documentation and written testimony from witnesses. This written complaint is the only chance you have to support the charges.)**

(2-22-08)