

To: Cheryl Strange, Secretary of DOC
7435 Linderson Way
Olympia, WA 98501
Email: cheryl.strange@doc1.wa.gov

To: [_____] , Facility Superintendent
[Facility Address]
[Facility City, State, Zip]
[Superintendent email address here]

Re: Formal Complaint under RCW 72.01.060, Request for Investigation and Remedy

Dear Secretary and Superintendent:

This letter shall constitute my formal complaint and request for investigation and remedy as to the following:

[Insert details of your complaint here]

RCW 72.01.060 provides in pertinent part: "The secretary shall investigate all complaints made against the chief executive officer [Superintendent] of any institution and also any complaint against any other officer or employee thereof, if it has not been investigated and reported upon by the chief executive officer [Superintendent]."

Per RCW 72.01.060, you are required to investigate this complaint and remedy any unlawful action or omission you find. Please ensure that your subordinates are compliant with applicable law and constitutional mandates, and remedy the underlying problem upon which this complaint is based.

Time is of the essence. Please act accordingly. Thank you for your consideration in this matter.

Respectfully submitted this ____ day of [Month] [Year].

[Your Name]
[Your Address]
[Your City, State, Zip]
[Your email (Optional)]