

Address

Case Number

Mr. or M.,

You are asked to attend a meeting on [REDACTED] The meeting will be held at [REDACTED] Please arrive no later than [REDACTED] pm and bring this letter with you. If you arrive late, you will not be allowed to attend the meeting and your failure to arrive on time will be considered as a failure to report.

During this meeting, which will last approximately an hour and an half, you will be given important information about violence in Chattanooga from law enforcement representatives, service providers and community members. This will include information on law enforcement activities within the community, opportunities for you to access services and to hear from community members about the impact of the violence on the community.

Attendance will be taken. **Your failure to attend this meeting will be considered a failure to report and may result in a violation of your probation.** If you have any questions regarding this letter, please contact your probation officer immediately.

Respectfully,

Gale Reed or David Lane

Cc: Judge

Probation Officer