Dear Sir/Madam, Date- ADD DATE

Name:

Address:

**Complaint of Anti-Social Behaviour – STAGE 3 ADULT**

RE: - [ADD NAME AND DOB HERE]

I am writing to you to inform you that you have again been identified as causing anti-social behaviour in the local area. The details of this incident are: -

On XXXX you were………………

***If you have any questions & wish to speak further about the above stated incident then please contact the officer in charge named at the bottom of this page, using the contact details provided.***

The XXXXXXX, which includes the Police and the Council, are committed to reducing anti-social behaviour and improving the quality of life for residents in our area.

This is now a **stage 3** Letter and has been sent to the following people:

* Your Housing Officer, should you live in social housing accommodation.
* The Council’s Anti-Social Behaviour team
* Targeted Youth Support (delete for adult)
* Place of Education (delete for adult)

You will be contacted and invited to a meeting whereby an **A**cceptable **B**ehaviour **C**ontract will be discussed with you and/or your child (delete where appropriate).

It is very important that you co-operate with the agencies involved. Failing to engage with this process will leave no other option but to take legal action against you/your child in the form of a Civil Injunction. Where you live in a social housing accommodation, your landlord may also decide to start proceedings to evict you from your home.

Regards.

Name

Job Title