

DATE, 201\_\_

General Manager  
Name of Establishment  
Address  
City, State, Zip-code

Dear General Manager:

We pride ourselves in being a friendly, proactive police department, and we recognize that the sale of alcohol is a legitimate business practice. However, your employees must recognize that the sale of alcohol is a privilege that carries certain responsibilities. As a routine part of our investigations of incidents involving an intoxicated or underage individual possessing alcohol, we attempt to determine how the alcohol was obtained. If the alcohol was illegally obtained (i.e. sold to an underage or intoxicated person), we seek to identify the location of the sale. **We want to alert you that your business was recently identified as the alleged location in serving an obviously intoxicated person.**

We are sending this letter in an effort to help you keep track of what may be going on in your business. Unless corroborated by other witnesses, evidence, or further incidents, we will consider this report unverified and will not investigate further. We want you to know about it so you can evaluate the serving practices of your staff.

We trust you to determine if a problem exists at your business. We encourage liquor licensees to have written policies that clearly describe employees' responsibilities under the law when serving or selling alcohol. Give every employee a copy of your policies. We also support regular training of staff. Keep samples of valid forms of identification at the bar or cash register, and use other tactics that help keep your staff alert and your business in compliance with our state law that prohibits service of alcohol to an obviously intoxicated individual.

**The unverified report of illegal alcohol sale(s) allegedly made at [LOCATION] involving an intoxicated male who was arrested for Driving While Intoxicated. The sale(s) were made in the hours of [TIME].**

In accordance with privacy act policies, the identity of the reporter or other specific information is not available to you at this time. The above information is for your advisement and assistance in evaluating the need to assess employee serving practices. If you are confident that the report is false, feel free to take no further action. At this time, our agency plans no further action on this matter although this letter will be placed on file and a copy sent to the [STATE] Alcohol Beverage Control Commission.

Sincerely,

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[NAME]  
[TITLE]

cc: Chief [NAME], [STATE ALCOHOL LAW ENFORCEMENT AGENCY]