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# Workplace Investigations
# Appendix J: Request for Subject Interview

**Memo**

**To:** Steve Smith

**From:**

**Date:** January 1, 2013

**Subject:** Internal Investigation – Case #000, Chicago, Illinois

I write to confirm our telephone conversation. As I told you, an allegation has been raised that we would like to discuss with you. We have already gathered some preliminary information regarding the situation, and we would like to speak to you because we believe you have information that is relevant to the matters under investigation. Please know that the allegation involves you personally.

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