**LETTER INFORMING VICTIM OF DECISION**

**TO DECLINE PROSECUTION**

Dear \_\_\_\_\_\_\_\_\_\_\_,

This letter is to inform you that the Prosecutor’s Office has made a decision not to file criminal charges in the above matter. The decision was made carefully and in accordance with office policy and charging guidelines. A decision not to file charges does not mean we concluded that no crime was committed. The prosecutor must consider many factors in making a decision as to whether to file criminal charges.

If you have any questions about how this decision was reached or as to the factors considered, please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Also please contact our victim-witness coordinator, \_\_\_\_\_\_\_\_\_\_\_\_\_, for referrals for counseling or other matters.

Enclosed is an evaluation form we would like you to fill out and return to our office in the enclosed envelope at your earliest convenience. (See Appendices 13 & 14 for evaluation forms.) This will help us provide better services in the future.

Thank you for your cooperation and assistance in this matter.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deputy Prosecuting Attorney