

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],
Subject: BWI Notification

I hope this message finds you well. This letter serves as a formal notification regarding the Biased Witness Identification (BWI) process related to [case/project description].

As part of our commitment to maintaining integrity and transparency in our procedures, we are conducting a thorough review and analysis of the identification practices used in this matter.

Please find enclosed [or attached] relevant information and documentation regarding the BWI process. We encourage you to reach out if you have any questions or require further clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]