Your address,

*A Road,*

*Town*

*Eircode.*

FAO Ethics Registrar,

*A City Council,*

*A Road,*

*Town*

*Eircode.*

 \*Insert date here\*

**Re: Complaint to *\*BLANK\** City Council Ethics Registrar for investigation into the misconduct of Cllr. *\*NAME HERE\*.***

Dear Ethics Registrar,

*I/we* wish to make a complaint regarding the comments/statement/interview/social media posts made by Cllr. *\*name here\*.*

**\*Explain basis for complaint here and attach screenshots of material/transcript etc to support the Ethics Registrar in considering the issue\***

In light of the above, *I/we* ask *\*insert name\** City Council to investigate the comments made by Cllr. X in light of the Code of Conduct for Councillors, the 2001 Local Government Act, *\*insert other relevant law here. e.g. equal status acts, incitement to hatred act.\**

In doing so, I/WE call upon *\*insert name\** City Council to immediately investigate the statements and behaviour of X and to determine whether they are abiding by all their duties as is required to by law under Section 169 3(a) of the Local Government Act 2001 and the Councillor’s Code of Conduct and whether action needs to be taken.

Please be advised that *i/we* reserve the right to refer this matter to SIPO where an appropriate cause of action is not undertaken.

Please do not hesitate to contact us should you require further information to support the complaint.

Kind Regards,

\*YOUR NAME HERE\*