**Before Letter**

In the next few months, the [name of city] Police Department will conduct undercover operations at licensed establishments with the [name of city] city limits.

The purpose of these undercover operations is to examine serving practices. Serving obviously intoxicated patrons is illegal and violators will be cited.

For more information on how to train servers in responsible beverage service, go to http://www.abc.ca.gov/programs/RBS.html.

If you have any questions please feel free to contact me at [phone number].

Sincerely;

[Chief of Police]

**After Letter**

During the month of [month] 2014, the [name of city] Police Department conducted undercover operations at various licensed establishments within the [name of city] city limits.

On 00-00-14, an undercover officer was sent into your establishment to examine serving practices. The officer did not observe any instances of alcohol being served to obviously intoxicated patrons.

I would like to take this time to say thank you for a job well done.

If you have any questions please feel free to contact me at [phone number].

Sincerely;

[Chief of Police]