

**INSERT PARTNERSHIP NAME>**

**INSERT PARTNERSHIP ADDRESS>**

**INSERT COMPLAINANTS NAME>**

**INSERT COMPLAINANTS ADDRESS>**

**INSERT DATE>**

Dear **(INSERT COMPLAINANTS NAME)**

Thank you for completing the Anti-Social Behaviour Community Trigger form.

Responding to and tackling Anti-Social Behaviour and Hate motivated incidents are a top priority for agencies in this area.

You have asked for a Community Trigger to be activated. As Chair of the **(DISTRICT/BOROUGH NAME)** Community Safety Partnership it is my duty to ask agencies what actions have been taken to date in regards to this complaint. Once I have received this information, I shall write to you again to confirm whether your complaint meets the threshold of the Community Trigger.

In the meantime if you have any further complaints of anti-social behaviour or hate related incidents please call:

Leicestershire Police on 101 or 999 in an emergency

**(NAME OF DISTRICT/BOROUGH COUNCIL)** ASB Team on **(DIRECT-LINE NUMBER)**

Yours Sincerely

**INSERT NAME >**

Chair of the Community Safety Partnership

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