

## Concern Brief

Your Name: \_\_\_\_\_

Name of the person(s) you have a concern with: \_\_\_\_\_

**Clearly state your concern** *(It is very important that this statement be concise to provide clarity to the committee)*

*Briefly Describe the steps you have taken to resolve and communicate this concern to the other party involved:*

*What part of the concern do both parties agree upon?*

*What remains unresolved?*

*For closure on this concern, I need...*