Date

Customer Name

Customer Address

Dear <Salutation>:

On numerous occasions your behavior within the <AJCC name> has been disruptive towards center staff and customers. While we want to see all AJCC customers receive the services that will enable them to succeed, we cannot allow customers to access the services while exhibiting inappropriate behavior.

Your disruptive behavior began on <date> with the most recent occurrence on <date>. It is the AJCC’s decision to suspend your use of AJCC Network services and privileges. This suspension of privileges is indefinite and applies to all AJCC locations in San Diego County. You may reapply for services after one year from <insert date> by submitting a letter stating any compelling reasons to modify the suspension. In addition, you must submit any information about any actions taken on your part to correct your behavior, applicable letters of reference, and services that you would like to access at the center. The San Diego Workforce Partnership staff will review your reapplication.

You may access job search assistance and other information on both the Employment Development Department’s CalJOBS website at [www.caljobs.ca.gov](http://www.caljobs.ca.gov/) and the San Diego Workforce Partnership’s web site [www.workforce.org](http://www.workforce.org).

Sincerely,

<Your Name & Title>