# Example Suspension Modification Email

*The exact content of the letter will depend on the circumstances that led to the suspension and the exact modifications being put in place.*

[date]

**In Confidence**

Dear [name]

As a result of your request of [date] to modify the items prohibited under the terms of your suspension, I write to confirm that, in accordance with the Policy, Organisation and Rules of The Scout Association ([rule 16.4.2.8](https://www.scouts.org.uk/por/16-adult-roles/#16.4.2)), I am allowing the following modification(s) to the items prohibited during your suspension:

* [You may attend the District awards ceremony on Wednesday 3rd September at the District HQ to see your daughter receive her Chief Scout’s Award]

I remind you that all other aspects of your suspension remain in place and you are permitted to attend [this specific event as a parent and not in any Scout capacity and therefore you must not wear uniform].

Yours sincerely,

**[Area/County/District/Region] Commissioner**