

[DATE]

[FULL NAME]

PERSONAL AND CONFIDENTIAL

Dear [FULL NAME],

I am writing to inform you that the Title IX Office has issued a mutual No Contact Order between you and [insert name of other individual]. Effective immediately, you may not, in person, by phone, letter, or email, by any means of technology (e.g., social media, internet messages, text messages, etc.), through third parties, or by any other means, communicate to, or in any fashion attempt to contact [insert name of other individual].

This No Contact Order is in effect indefinitely and until further notice, whether or not classes are in session. Failure to comply with this direction may result in conduct charges being brought against you by the university.

The university implements mutual No Contact Orders for a variety of reasons, including efforts to safeguard a student's access to educational programs and activities, maintain an environment free of harassment, and avoid behavior that could be perceived as retaliatory. This No Contact Order should not be interpreted as a punitive action or disciplinary sanction; nor is it an indication of wrongdoing or a finding of responsibility for violating university policy. Mutual No Contact Orders do not, in and of themselves, become part of your conduct records at the University or initiate a disciplinary process. However, you should understand and abide by the instructions provided in this Order as failure to comply may result in conduct action. In the event that conduct charges are filed based on any past or future interactions, relating to this Order, you will be notified separately.

This No Contact Order is mutual, meaning the other party will be provided with the same instructions not to contact you by any means. Should you receive contact from them, please report that to me by emailing titleix@gwu.edu. While I hope this does not occur, if you experience an immediate safety concern, you should contact GWPD at 202-994-6111 or local emergency services.

Should you have any questions regarding this Order, please contact the Title IX Office via email at titleix@gwu.edu.

Sincerely,
[FULL NAME]
[TITLE]