

To Whom It May Concern,

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Hello, I hope this letter finds you well. My name is INSERT NAME and I am with INSERT ORGANIZATION. I am writing because I need any and all written records pertaining to the case(s) and/or person(s) listed below. As well, please find enclosed a print out of the Judicial Case Search and/or CJIS document(s).

The relevant dates and case numbers can be found below. I need to know what action was taken on these charges, if any and what disposition resulted from such actions. Further, I need to know the procedural history of this case, whether it was prayed to a jury trial and whether it was moved from District to Circuit Court. You may also find enclosed a check or money order to cover the fees of printing and mailing. If you have any questions or if there is anything further you have need of please do not hesitate to contact me at INSERT CONTACT INFORMATION. Thank you for your time and assistance.

Best,

INSERT NAME

INSERT ORGANIZATION

Name: Jane Smith

DOB: 01/02/1993

Case 1 Case Number: 0001234ABCD

Case 1 Tracking Number: 020004525063

Issue Date: 01/26/78

Case 2 Case Number: 0005678EFGH

Case 2 Tracking Number: 020004525064

Issue Date: 01/20/81

Name: John Smith

DOB: 03/04/1994

Case 1 Case Number: 0006789HTLG

Case 1 Tracking Number: 020004525063

Issue Date: 06/05/99

Case 2 Case Number: 0006789HTLG

Case 2 Tracking Number: 020004525064

Issue Date: 06/05/00