

(Date of Letter)

Office Administrator

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE:

(Specify Requested Information-Simple)

Dear Office Administrator:

This will confirm my earlier telephone request for specific information from your office relative to (specifically identify the information sought). It is the undersigned's understanding that your office is the keeper of the records that I require and for which this request, as well as my earlier telephonic request, was made.

Kindly direct the requested information to the undersigned at the address noted below. For your convenience, a self-addressed stamped envelope is enclosed.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

LAWCHEK, LTD. LETTER PRO Samples, Copyright 2000

This is not a substitute for legal advice. An attorney must be consulted.