

(Date of Letter)

Department of Public Safety
Attn: Record Clerk

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE: Record Request

Dear Record Clerk:

It is my understanding that your office maintains the records for:

(state specific type of record sought). The undersigned hereby requests the specific records of:

(specific records requested) for the following reason:

(reason for request).

It is understood that these records are a matter of public information and are to be made available upon appropriate request; kindly consider this an appropriate request. In the event there is any administrative charge for the information, please notify the undersigned, whereupon remittance will be forthcoming. Should you need any additional information from the undersigned, please advise immediately. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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