

(Date of Letter)

Department of Public Safety

(Room, Floor or P.O. Box)

(Government Office Building)

(Street Address)

(City, State and Zip Code)

RE:

(Accident Investigation/Business Investigation, etc.)

Dear Special Agent in Charge:

It is the understanding of the undersigned that an investigation is being conducted relative to:

(describe vehicular or other accident, criminal or other investigation, etc.). It is my (our) understanding that an investigative report relative to the above-described incident has been completed by the parties involved or through your office. The undersigned is interested in a copy of the investigative report that has been done to date, along with any accident reconstruction, measurements, photographs, witness statements, license verification, etc. In the event there is a statutory charge or administrative charge for the release of this information to the undersigned, please advise immediately, whereupon remuneration will follow. Should there be any reason why this information is not available as a result of this request and/or should it be necessary for a court order to be acquired for said information, please advise within days of this request. Thank you for your immediate attention.

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.