

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Custodian of Records]
[Fire Department Name or Insurance Company Name]
[Department Address]
[City, State, Zip Code]

RE: Request for Fire Investigation Origin and Cause Report

To Whom It May Concern,

I am writing to formally request a copy of the official Origin and Cause Report regarding the fire that occurred at the following location:

Incident Address: [Address where fire occurred]
Date of Incident: [Date]
Incident/Case Number: [Reference Number if known]

I am the [Property Owner / Insured Party / Authorized Representative] for the aforementioned property. This report is required for [insurance purposes / personal records / legal documentation].

Please include all available documentation, including but not limited to:

- The primary investigation report
- Photographs taken at the scene
- Witness statements
- Diagrams or site maps

If there is a fee associated with the duplication or processing of this report, please notify me of the amount so I can provide payment promptly. If this request should be directed to a different department or agency, please let me know.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]