[Attorney Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

Records Custodian
[Law Enforcement Agency Name]
[Department/Division]
[Address Line 1]
[Address Line 2]

RE: Letter of Representation and Request for Records

Client Name: [Client Full Name]
Date of Birth: [Client DOB]
Incident Date: [Date of Incident]
Case/Reference Number: [Case Number, if known]

To the Records Custodian:

Please be advised that this office represents [Client Name] regarding the above-referenced incident. Enclosed with this letter is a signed authorization from our client permitting the release of all relevant records to our firm.

Pursuant to [State/Federal Freedom of Information Act or Public Records Statute], we hereby request a complete copy of the following records:

- Initial police reports and supplemental reports;
- Witness statements and contact information;
- Field notes and investigative summaries;
- Photographs, video footage (including body-worn or dash camera recordings), and audio recordings;
- 911 dispatch logs and call recordings;
- Evidence logs and inventory sheets.

If there are any fees associated with the production of these records, please notify our office before processing. If any portion of the requested records is deemed exempt from disclosure, please provide a written explanation citing the specific statutory exemption.

Please deliver the requested materials to [Attorney Name] at the address listed above or via email at [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

Enclosure: Signed Authorization for Release of Information