

**Date:** [Date]

**To:** [Investigator Name/Agency]

**Address:** [Investigator Address]

**Email:** [Investigator Email]

**RE: Referral for Defense Investigation**

**Client Name:** [Client Full Name]

**Case Number:** [Court Case Number]

**Charges:** [List of Charges]

Dear [Investigator Name],

I am the attorney representing [Client Name] in the above-referenced criminal matter. I am formally referring this case to your agency for a comprehensive defense investigation.

**Case Background:**

[Briefly describe the incident and the prosecution's allegations.]

**Requested Tasks:**

Please perform the following investigative actions:

- Locate and interview the following witnesses: [List Witness Names].
- Conduct a neighborhood canvass for potential surveillance footage or additional witnesses.
- Photograph and diagram the scene of the alleged incident at [Location].
- Background checks on [Name of Complaining Witness/Victim].
- Review and verify the accuracy of the police reports provided in discovery.

**Timeline:**

The next court date is scheduled for [Date]. I would appreciate a preliminary report or verbal update by [Deadline Date].

**Budget and Billing:**

[Specify hourly rate or flat fee agreement]. Please submit your itemized invoice upon completion of the requested tasks.

Please contact me at [Phone Number] to discuss the specifics of this referral and to confirm your availability.

Sincerely,

[Your Signature]

[Your Printed Name]

[Law Firm Name]