

*Dear Sir / Madam,*

*I, your full name, am hereby requesting for a copy of the court disposition for the Docket ID: (ID number). Please make note of the following additional details for your kind perusal.*

*Date of Arrest:*

*Date of Release:*

*Place of Arrest:*

*Place of Release:*

*Photo ID issued by government: Driver's License (Photocopy attached with mail).*

*Kindly let me know the complete procedure to get a copy of the certificate of disposition. Will you be sending across a copy of the document or should I come again after a few weeks to collect the same?*

*Kindly let me know how to procure the copy of the court disposition at the earliest. Looking forward to your positive response.*

*Thanking you.*

*Yours faithfully,*

*(your name)*

*(your address)*

*(your cellphone number)*

*(your email id)*