

*Dear Sir / Madam,*

*Please make note of the below details for your kind perusal,*

*Name: (your complete name)*

*Docket Id: (your case number)*

*Date of Arrest: dd/mm/yy*

*Place of Arrest:*

*Valid Photo Id: US Passport*

*Please make use of the above-mentioned information to issue me a copy of the court disposition or certificate of disposition.*

*Also, will you be sending across the certificate or will I have to physically come to collect the certificate? Kindly confirm at the earliest.*

*Looking forward to your positive response.*

*Thanks and regards,*

*(your name)*

*(your address)*

*(your cellphone number)*

*(your email id)*