

*Dear Sir / Madam,*

*This is to bring to your attention that I, your full name, am appearing for a couple of job interviews in the coming weeks. And they have requested for a copy of my court disposition. Please make note of the below points for your kind perusal.*

*Docket ID:*

*Date of Arrest: dd/mm/yy*

*Place of Arrest:*

*Photo Id: Passport (mention the expiration date)*

*Please let me know if the certificate will be issued and send over to my address below. Or will I need to come to the office to collect my court disposition certificate.*

*Looking forward to your positive response.*

*Thanks and regards,*

*(your name)*

*(your address)*

*(your cellphone number)*

*(your email id)*