*Dear Sir / Madam,*

*This is to bring to your kind attention, that I have been acquitted from the criminal charges being levied on me. However, I would need a copy of the court disposition. Please make note of the below information for your kind perusal.*

*Name:*

*Docket Id:*

*Date of Arrest:*

*Place of Arrest:*

*Photo id: (mention the photo id attached with the email along with the expiration date)*

*Kindly confirm if the document will be sent to my home or do I need to collect the same from the office.*

*Looking forward to your positive response.*

*Thanks and regards,*

*(your name)*

*(your address)*

*(your cellphone number) (your email id)*