

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request Your FBI Files

Dear :

I am writing to request my FBI File. I have included the needed file and have had it notarized where needed.

If you have any questions, please do not hesitate to contact me. Thank you for your time and assistance.

Sincerely,

N A M E