Jail records request

Draft template for agency review

[Date]

Records Custodian, [Facility name]

Dear Records Custodian,

I am requesting [specified custody records, such as booking or release dates] for [name and the minimum identifiers your office requires] for [specific date range].

This request is made under [agency-confirmed authority, with supporting documentation attached if applicable]. Please advise if your office requires a specific request form or additional authorization.

Please transmit responsive records via [agency-approved secure method]. For questions about the scope of this request, contact me at [agency phone or secure email].

Thank you,

[Caseworker name and title]
[Office and agency contact information]