

Inquiry Regarding Judgment Record Clearance

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

To Whom It May Concern,
[Recipient's Name]
[Recipient's Title]
[Organization/Office Name]
[Organization Address]
City, State, Zip Code

Subject: Inquiry Regarding Judgment Record Clearance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process and requirements for obtaining judgment record clearance. I have recently completed the necessary obligations related to my judgment and am seeking to have it cleared from my record.

For your reference, my details are as follows:

- Name: [Your Name]
- Case Number: [Insert Case Number]
- Date of Judgment: [Insert Date]

I would appreciate any guidance you can provide regarding the steps I need to take, including any forms, fees, or additional documentation required for my request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]