

# Embassy Solicitation for Criminal Justice Report

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Embassy Name]

[Embassy Address]

[City, State, ZIP Code]

Dear [Embassy Official's Name],

I hope this letter finds you well. I am writing to formally request a criminal justice report pertaining to [specific details or case number]. This information is critical for [explain purpose, e.g., legal proceedings, research, etc.].

As a [your title/position or relation to the case], I believe that access to this report will greatly assist in [explain how it will assist]. I understand the sensitivity of such documents and assure you that the information will be handled with the utmost confidentiality and respect.

Thank you for considering my request. I am looking forward to your prompt response. Should you require any further information, please do not hesitate to contact me via phone or email.

Sincerely,

[Your Name]