

# Formal Submission for Legal Case Investigation

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Organization Name  
Organization Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally submit a request for investigation regarding the legal case [Case Name/Number], which concerns [briefly describe the matter].

Enclosed with this letter are the pertinent documents and evidence that support my request. These materials include:

- [Document or Evidence 1]
- [Document or Evidence 2]
- [Document or Evidence 3]

Please acknowledge the receipt of this submission at your earliest convenience. I am looking forward to your prompt attention to this matter.

Thank you for your consideration.

Sincerely,  
[Your Name]  
[Your Title, if applicable]