

# Sample Letter for Finding the Facts

Date \_\_\_\_\_

Captain \_\_\_\_\_  
\_\_\_\_\_ Police Department  
Planning and Research Division  
Address \_\_\_\_\_  
\_\_\_\_\_

Dear Captain \_\_\_\_\_:

I am writing to request information about the number of domestic-violence-related 911 emergency calls made to the \_\_\_\_\_ Police Department in 2001, or for the year for which you have the most current information.

Per the California Public Records Act (Government Code 6256), government agencies are required to respond to requests for information within 10 days of the original request for materials.

If you have any questions or need additional information, please call me at \_\_\_\_\_.

Thank you in advance for your assistance.

Sincerely,

Name

