

_____, 2017

The Branch Clerk of Court
RTC Branch _____

Re: Crim Case No. _____
(For Violation of _____)
People of the Philippines vs. _____

Madame/Sir:

We would like to request from your good office certified true copies of the records of the above-entitled case which includes: the Resolution/s, Complaint, Affidavits/sworn statements and all other evidence submitted by the parties during the preliminary investigation.

Please allow Mr. _____ to process/follow-up this request.

We are anticipating your immediate action on this request. Thank you.

Respectfully yours,

Counsel for the Accused

Sample Letter Request For Court Documents

Patrick Vollmar



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