

# Letterhead of Law Enforcement Agency

To: Custodian of Records

*[Name of Provider]*

*[Address of Provider]*

*[City, State, ZIP]*

Dear Custodian of Records:

Enclosed herewith is a Search Warrant for the production of communications and/or data pertaining to electronic communications for which your company was the provider. You will not be required to personally appear in court to establish the admissibility of these records if you mail the following to me within five business days:

- (1) A copy of the records described in the Search Warrant
- (2) Your signed "Certification of Records" form which accompanies this letter.

If you have any questions, or if there will be any delay in complying with this court order, please phone me at the above number. Thank you for you assistance.

*[Signature, Title]*

Attachments: Search Warrant  
Certification of Records form