

STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION



SAMPLE LETTER TO BE PLACED ON INSTITUTIONAL
LETTERHEAD

REQUEST FOR OFFICIAL VERSION OF OFFENSE

Date: _____

TO: State's Attorney for _____

FROM: _____

In accordance with the provisions of Correctional Services Article, § 6-113, ACM, please furnish an official version, to include the description of the offense for the case referenced below:

Name: _____
Division of Correction Number: _____
Race: _____ Date of Birth: _____
Docket/Indictment Number: _____
Date Sentenced: _____
Offense(s): _____
Sentence: _____
Judge: _____

The following information was furnished by _____ on _____
Details of the Offense (Official Version of the Case):

cc: Inmate Case Record

(Revised 2-18)