**<ENTER AGENCY NAME>**

**ENTER AGENCY PICTURE LOGO**

**<ENTER AGENCY ADDRESS>**

**<ENTER CITY, STATE, ZIP CODE>**

**OFFICE:** **<ENTER NUMBER>**  **CELL:** **<ENTER NUMBER>**

**FAX:** **<ENTER NUMBER>** **EMAIL:** **<ENTER EMAIL>**

**<ENTER CELLULAR PROVIDER> Wireless Legal Compliance**

**<ENTER CELLULAR PROVIDER'S NAME AND ADDRESS>**

**Regarding:** Court order to provide telephone records **<ENTER CASE NAME>  
URGENT REQUEST FOR ASSISTANCE** - **<ENTER INVESTIGATION TYPE>**

**DO NOT DISCLOSE**

**Dear Custodian of Records:**

The **<ENTER YOUR AGENCY NAME>** is investigating a **<ENTER INVESTIGATION TYPE>**. We will be requesting telephone records which we believe will provide important evidence in our case. The court order, which will follow, will comply with all requirements outlined in United States Code, Title 18, Part I, Chapter 121, § 2703(d). The order will be obtained with a sworn affidavit which will include “specific and articulable facts”.

**We are sending this notice to request the records be pulled and held before they are lost and cannot be recovered.** The court order will follow within **<ENTER NUMBER OF DAYS>** days.

Please call me immediately if these records are no longer available or if there are any problems.

**Target Phone Number(s): <ENTER REQUIRED NUMBER>**

**Customer**: **<ENTER CUSTOMER NAME>**

**Address**: **<ENTER CUSTOMER ADDRESS>**

**Time period: <ENTER TIME PERIOD>**

**We will be requesting:**

* Subscriber billing & account information – to include account notes.
* Incoming and outgoing cell tower records.
* Incoming and outgoing call detail records.
* Cell tower location information.
* All stored photographic or video images.
* All stored voice mail messages.
* Incoming and outgoing text messages.

If you have any questions, or concerns please feel free to contact me anytime at **<ENTER YOUR CONTACT PHONE NUMBER>**.

Respectfully,

**<ENTER YOUR TITLE AND NAME>**

**<ENTER YOUR AGENCY NAME>**

**<ENTER YOUR CONTACT DETAILS>**