

# Sample Letter for Premise History Check - WPD

April 30, 2004

Wilmington Police Department  
ATTN: Records  
300 N. Walnut Street  
Wilmington, DE 19801

Re: Premises History Check – address

Dear Sir or Madam:

Please be advised that I have been appointed by Family Court to represent a baby named CHILD, child of MOM AND DAD, in proceedings concerning his welfare. Please find enclosed a copy of the court order appointing me. I am writing to request a premises history for the last three months for the following location: ADDRESS.

Please be so kind as to include police reports where applicable. The attached court order authorizes the release of this information. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

Mary Catherine Landis  
Deputy Child Advocate