

Sample Letter for Premise History Check - NCCPD

November 14, 2003

NCCPD
Recon Unit
3601 North DuPont Highway
New Castle, DE 19720

ATTN: Bill Streets

Re: Premise History

Dear Mr. Streets:

Enclosed please find a Family Court Order appointing me as attorney guardian *ad litem* for _____, DOB _____. Pursuant to this Order, I am requesting a copy of the premise history for the address where this baby and her parents were residing at the time of _____'s injuries. This address is _____, DE. I am interested in calls to that residence for the last five years if that is possible.

Should you have any questions at all, please don't hesitate to contact me. I have a hearing in this matter on _____, so I appreciate any efforts you can make to expedite this request. I thank you for your attention to this matter.

Sincerely,

Mary Catherine Landis
Deputy Child Advocate