

*Requesting for Court Disposition (subject right on top of the letter)*

*To*

*The Department of (mention the department name)*

*(complete address of the Department)*

*Date: dd/mm/yy*

*Dear Sir / Madam,*

*I am, your complete name, requesting for you to kindly share a copy of the court disposition for the given case id:*

*Docket ID: (mention the case Docket ID)*

*Date of Arrest: (dd/mm/yy)*

*Along with this letter, I am also attaching a photocopy of my Passport for your kind perusal.*

*Also do let me know when I can come back to collect the copy of the court disposition. Kindly let me know if any other information needs to be provided to get a copy of the certificate of disposition at the earliest.*

*Waiting for your positive response.*

*Thanks and regards,*

*(your name)*

*(your address)*

*(your cellphone number)*

*(your email id)*