

RE: DCJS record of [INSERT NAME] NYSID # [INSERT NYSID]

Dear Sir/Madam:

On [INSERT DATE], I reviewed a copy of my rap sheet with a DCJS representative in [INSERT LOCATION ]. I discovered several errors on my record and I am writing to outline the corrections that should be made.

My challenge includes:

My rap sheet reports that I was arrested for a [INSERT CRIME] on [INSERT DATE]. In fact, I was arrested for [INSERT CRIME] on [INSERT DATE]. Please correct my records as soon as possible.

Please inform me of the changes that you have made on my rap sheet. Thank you for your attention.

Sincerely,

[INSERT NAME]

[INSERT STREET ADDRESS]

[INSERT CITY, STATE, ZIP CODE]