***Your Letterhead***

**DATE:**

**TO:** Terrebonne Parish Communications District

 Terrebonne Parish 911

 *Attn: Mark J. Boudreaux, Executive Director/Custodian of Media*

 110 Capital Blvd., Houma LA 70360

 mboudreaux@tpe911.com

 W (985) 580-0911

***SUBJECT: Request for 911 Call Tapes Pursuant to LA R.S. 44:1 et seq.***

Please provide any and all 911 Call Recordings regarding the following incident:

Type of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responding Law Enforcement or Fire Dept. Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Incident\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Possible Names Associated with Call(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Possible Telephone Numbers Associated with Call(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of tape transmittal:

\_\_\_ U.S. Mail (CD Format) P.O. #:\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Federal Express (FedEx) (CD Format)

 Bill to Acct. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.O. #:\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Email (.wav Format) Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Certification is not required.

\_\_\_ Certification is required. I understand there will be additional costs for certification of record(s).

 P.O. #:\_\_\_\_\_\_\_\_\_\_

Sincerely,

Your Name, Title

Agency/Firm

Mailing/Physical Address

Contact Phone Number

Email address