

**Human Services Records  
Request Letter**

Re: State of Ohio v. \_\_\_\_\_

Dear Madam/Sir:

Please be advised that \_\_\_\_\_ is representing \_\_\_\_\_ in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. \_\_\_\_\_, we are requesting that you provide us with any and all of his human services records. These records should include, but are not limited to:

- Dates applications for benefits were made;
- Application and determination;
- Level of income, application for benefits;
- Caseworker's name, dates that benefit period(s) ran;
- Amount and type of benefits received monthly;
- Caseworker notes;
- Any other special circumstances regarding our client;
- Any other records.

To assist you in locating these records, Mr. \_\_\_\_\_ birthdate is \_\_\_\_\_ and his social security number is \_\_\_\_\_.

It is our understanding that Mr. \_\_\_\_\_ got involved with your agency in \_\_\_\_\_.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified.

**Please certify the records.**

An authorization for release of all such records is enclosed for your files. Thank you for your assistance.

Please mail and/or fax this information to my attention as soon as possible.

Sincerely,

Enclosure