

**Probate Records
Request Letter**

Attention:

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 probate records. These records should include, but are not limited to:

- Person(s) requesting probate;
- Court dates and records of proceedings;
- Reason(s) for probating;
- Documents filed with court evidence;
- Name(s) of attorney(s) representing the person(s) requesting the probate;
- Date and court records releasing our client from probate.

To assist you in locating these records, Mr. _____'s birthdate is _____ and his social security number is _____.

It is our understanding that Mr. _____ had contact with your department on _____.

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.

Sincerely,

Enclosure