

SAMPLE LETTER

(MUST BE ON CLIENT'S COMPANY LETTERHEAD)

DATE

New Jersey Motor Vehicle Commission

Data Output-Certified Information Unit

PO Box 146

Trenton, NJ 08666-0146

Docket No.

File No.

To whom it may concern;

This is to advise that **Spartan Detective Agency** is authorized to request/obtain motor vehicle driver license, vehicle registration, title and current owner/lien information on our behalf.

Please select from the following, and understand that each selection is a separate search, and additional fees apply per request.

Driver license application information is needed to...

Vehicle registration application information is needed to....

Title information is needed to....

Current owner/lien information is needed to...

In addition, the Certified Information Unit of the Motor Vehicle Commission is authorized to return/provide any and all information/records to **Spartan Detective Agency.**

Sincerely,

Signature of Representative

Name of Representative

Title/Position