Agency Letterhead

Date:

Case Number:

Dear      ,

Our agency is conducting a review of unsolved criminal investigations. Attempts to reach you by phone have been unsuccessful. This letter is being sent to inform you that I have been assigned to review an incident in which you were listed as an interested party. I would like to schedule a time to meet with you to discuss the status of the case.

I understand that being contacted by our agency may bring back painful memories and possibly cause emotional reactions. I also understand that it may be helpful to connect you with support services for those impacted by criminal events. Our agency partners with several agencies in the community, and I can help make those connections for you.

Please feel free to contact me if you need any assistance or have any questions. I can be reached at (     )      -     , and my typical work hours are      -     ,      -     .

Sincerely,

Agency Name

Position Title