

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

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