

[INSERT DATE]

[NAME OF DISTRICT ATTORNEY IN COUNTY WHERE PROPERTY WAS TAKEN]

[ADDRESS]

[CITY, STATE ZIP]

Dear Mr./Ms. [INSERT LAST NAME OF DISTRICT ATTORNEY]:

It is my understanding that you are the district attorney in [CASE NAME & NUMBER, IF AVAILABLE], an asset forfeiture case pending in [NAME OF COURT, IF AVAILABLE]. The case involves [DESCRIPTION OF PROPERTY] that was seized by law enforcement on [DATE PROPERTY WAS TAKEN]. I am the owner of/an interest holder in this property and am writing to respectfully request that you consider dropping the case and returning the property to me.

As background, [ADD ANY BACKGROUND INFORMATION THAT IS RELEVANT. FOR INSTANCE, DESCRIBE WHAT HAPPENED WHEN THE PROPERTY WAS TAKEN AND WHAT YOU WERE DOING WITH THE PROPERTY AT THE TIME.]

[MAKE ANY ARGUMENTS ABOUT WHY THE CASE SHOULD BE DROPPED (A COMPREHENSIVE LIST OF SUCH ARGUMENTS IS AVAILABLE IN THIS TOOLKIT). FOR EXAMPLE, DID YOU BUY OR RECEIVE THE PROPERTY BEFORE OR DURING THE TIME THE RELEVANT CRIME TOOK PLACE AND HAVE NO KNOWLEDGE OF THE CRIME IN WHICH THE PROPERTY WAS USED? DID YOU GIVE SOMETHING OF VALUE FOR THE PROPERTY AFTER THE SUPPOSED CRIME TOOK PLACE AND WITHOUT REASON TO BELIEVE THE PROPERTY WAS USED IN COMMITTING A CRIME? IF THERE HAS NOT BEEN A CRIMINAL CONVICTION OR THERE HAVE NOT BEEN CRIMINAL CHARGES BROUGHT, STATE THAT ALSO].

Please let me know if you would be willing to discuss the case with me and/or if there is anything I can do to have the case dropped and my property returned. I would be more than willing to provide you with any additional information you may need.

Thank you for your consideration. I look forward to hearing from you.

Respectfully,

[YOUR SIGNATURE]

[YOUR PRINTED NAME]

[YOUR ADDRESS]

[YOUR PHONE NUMBER]

[YOUR EMAIL]