

# SAMPLE

July 6, 2000

Jacqueline Fleming, Office Assistant  
Coroner – Public Administrator  
617 Veterans Blvd.  
Suite 105  
Redwood City, CA 94063

Dear Ms. Fleming,

Please send the Coroner's Report on NAME, DOB, SS#, who passed away on DATE OF DEATH, for purposes of reviewing the case.

Please send any preliminary findings as well as the final report.

Sincerely,

Ned Brasher, Chief  
Central County Mental Health Adult Team