

Attention: Prosecutor's Office

Re: Offence Number:
 Offence Date:

This is a request for full disclosure in the above referenced matter, including a copy of the following information, if available:

- The notes of any and all officers involved in the issuance of the above referenced offence notice, typed if not legible, as well as an explanation of any shorthand or acronym used.
- Statements made by the defendant.
- Both sides of the officer's copy of the offence notice.
- Any photographic, audio, or video evidence taken.

Re: Witnesses

If any witness statements were taken in relation to the issuance of the above referenced offence notice, kindly provide:

- The identity and contact information of all witnesses.
- Copies of all witness statements, including an explanation of any shorthand or acronym used in the taking of said statements.

This information is needed in order to make a full answer and defence to the charge. If any of the aforementioned is unavailable, kindly advise as to why. Please be advise that this information is required in anticipation of the next court date, presently scheduled for

Sincerely,