# DSS / CPS Records Demand

To Whom It May Concern:

I respectfully demand a full and complete copy of my case file under state and federal law. This includes, but is not limited to: investigation notes, reports, safety plans, interview transcripts, drug test results, correspondence, and any exhibits.

Please provide the documents by [DATE] or explain in writing the legal basis for withholding them.

Respectfully,

[Your Name]