

Annex “D”¹

*[Mark as urgent and confidential
(only if truly urgent; if confidential)]*

[Date]

Secretary (Name)_____
Department of Justice
P. Faura St., Ermita
Manila 1000

Attention: **Chief State Counsel _____ [Name]_____**
Office of the Chief State Counsel

Dear **Secretary _____**:

[Indicate name of the authority conducting the investigation/prosecution; nature of the criminal matter and its current status].

The Facts

[statement setting out a summary of the relevant facts constituting the offense and law/s violated; description of the offense/s under investigation or prosecution to which the request relates, and the maximum imposable penalty; statement whether the person/s named in the request are witnesses, victims, or suspects/accused; connection between the evidence requested and the offense being investigated or prosecuted; etc.]

Subject/s of Investigation/Prosecution

[Indicate name/s and other available personal information on the subject/s of investigation/prosecution [e.g., DOB/POB, nationality, address/es, etc.]

The Offense/s

[Indicate offense subject of investigation/prosecution, including text of the specific provision of law]

Need for Assistance

[Indicate specific assistance sought [e.g., obtaining information/documents; etc.; assistance sought should be relevant/have link to the offense/s being investigated/prosecuted; reason for urgency, if urgent; etc.; undertaking, if any]

Confidentiality

¹ Please see the Guidelines for the requirements

[Indicate confidentiality requirement, if necessary; stating the reason/s for such confidentiality]

Contact Person

[Indicate name and contact details of the law enforcement or prosecution officer who can respond to inquiries concerning the request]

Signatory

[Indicate any enclosures]