

# Sample "True Copy" Letter

Date

Attorney at Law

Re:

Dear Counsel,

This correspondence serves to affirm that the attached documents constitute a true and valid documents of the records relevant to the above-captioned matter. These records were collected during the normal course of business at or near the time of the evaluation and/or contact. There are no other records in my files related to this case. The copy is a true copy of all records described in the subpoena.

Sincerely,

John C. Simoneaux, Ph.D.  
Psychologist  
Louisiana License #442