

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient's Title]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Subject: Ignition Interlock Device Installation and Compliance

Dear [Recipient Name],

I am writing to formally document the installation and compliance of the ignition interlock device (IID) mandated by court order [Case Number] dated [Date of Court Order].

Device Installation Details:

- Device Serial Number: [Serial Number]
- Installation Date: [Installation Date]
- Service Provider: [Service Provider Name]
- Provider Address: [Provider Address]

Compliance and Testing:

I understand the requirements for ongoing compliance, which include regular calibration and testing of the device. I have committed to ensuring that the device is maintained according to the manufacturer's specifications and that all monthly reports are submitted to your office on time.

I acknowledge my responsibility to adhere to all conditions associated with the usage of the ignition interlock device and understand that failure to comply may result in legal repercussions.

Thank you for your attention to this matter. Please feel free to contact me should you need any additional information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]