

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of Evidence in [Case Name/Number]

I hope this letter finds you well. I am writing to submit evidence related to the case of [Case Name/Number]. Enclosed/attached you will find the following materials:

1. [Description of evidence item 1]
2. [Description of evidence item 2]
3. [Description of evidence item 3]

Please find the details of each item as follows:

- **Item 1**:
- [Detailed description including date, time, location, and relevance]
- **Item 2**:
- [Detailed description including date, time, location, and relevance]
- **Item 3**:
- [Detailed description including date, time, location, and relevance]

I am confident that these materials will assist in the ongoing investigation and contribute to the resolution of the case. Should you need further information or clarification regarding the submitted evidence, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]