

**DEPARTMENT LETTERHEAD**

DATE:

ADDRESSEE  
INSURANCE CO.

**REFERENCE**      **NAME INSURED:**  
                         **CLAIM NUMBER:**  
                         **DATE of LOSS:**  
                         **ADDRESS OF LOSS:**

Dear Mr. \_\_\_\_\_

Please accept this letter as an official request for **any and all documents and information** relative to the insurance against fire and claim of fire damage at (state the full address including the county of the loss and the claim number if you have it)

North Carolina General Statute 58-79-40 (NC Arson Immunity Act) provides for the lawful and mandatory release of this information.

[Fire Investigator] [Detective][Agent] {NAME} of the (name the agency represented) is assigned to this case and I would appreciate your directing any further communication regarding this request to [Fire Investigator] [Detective][Agent] {NAME}.

I appreciate your cooperation and prompt attention to this matter. With kind regards, I remain

Sincerely,

Signature of Fire Chief, Fire Marshal, Police Chief, Sheriff, District Attorney, or SBI Agent