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| agencyseal | **Texas Department of Family and Protective Services** |

**Commissioner**

Anne Heiligenstein

DATE

**VIA TELECOPIER TO: (936) 437-6227**

TDJC-ID

Pen Pack Section

Attn:

ADDRESS

CITY, STATE ZIP

Re: Pen Packet Request

Dear Mr./Ms. :

We are requesting a **certified copy** of the pen packet on the following person:

DEFENDANT:

RACE/SEX:

SID #:

TDCJ #:

BIRTHDATE:

SS#:

Thank you for your assistance in this regard. If you have any questions please do not hesitate to call me at .

Sincerely,