

**SAMPLE LETTER REQUESTING A RECORD CHALLENGE OF A
MICHIGAN STATE POLICE RECORD**

July 30, 2005

Michigan State Police
Criminal Justice Information Center
Identification Section
7150 Harris Drive
Lansing, MI 48913

To Whom It May Concern:

I am writing to request a record challenge. A criminal background check suggests that I have a criminal record. The convictions listed on that record do not belong to me.

I was hired by ABC Nursing Home. However, because a background check falsely suggests that I have a criminal record, I have been fired. I am asking that you correct this situation as quickly as possible so that I can attempt to get my job back.

My identifying information is as follows:

My Name: Jane G. Doe
Maiden Name: Jane G. Roe
Birth Date: 01-24-1977
Social Security Number: 111-22-3333
Race: African-American
Sex: Female
My address is: 1234 Some St., N.E.
Some City, MI 12345
Phone number: 123-456-7890

I enclose a copy of the results of the background check. I also enclose a copy of my fingerprints.

Thank you for your prompt attention to this matter.

Sincerely,

Jane G. Doe

Include a copy of your fingerprints and a copy of your name-based record. There is no fee for a record challenge.