

-----, 2012

Records Custodian
Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
PO Box 7996
Madison, WI 53707-7996

**Re: Open Records Request for Information Regarding
Blood Alcohol Analysis Number 13FX_____ (Client)**

Dear Records Custodian:

Pursuant to Wisconsin Statute sec. 19.31, *et seq.*, I hereby request the following documentation regarding Blood Alcohol Analysis Number 13FX_____, which was tested on _____, 2013:

1. The alcohol report, alcohol analysis worksheets, the entire output from the gas chromatograph pertaining to all samples included in the AM/PM runs, including but not limited to each specimen, control sample, and standard analyzed during the run which included the subject test
2. The Alcohol analysis procedure manual utilized by the analyst who tested the subject's blood; and
3. All Maintenance logs pertaining to the date of analysis.

Please provide certified copies. Please contact Record Storage to obtain any records beyond what you may keep.

If prepayment for these records is required, please do not hesitate to contact our office and we will provide you with the same.

Very truly yours,