

DISCLOSING ALIBI OR EXPERT EVIDENCE

(Your name)

(Your address)

(Today's date)

(Name of Police Officer who charged you)

OR

(Name of the Prosecutor)

(The Police Station)

(The name of the Magistrates Court)

(Police Station Address)

(Court or Prosecuting Authority Address)

Dear Officer

(Surname of Officer or Prosecutor)

I have been charged with

(Charge/Charges)

I last appeared at the

(Name of Court)

Magistrates Court on

(Date)

I pleaded not guilty and a trial date has been set for

I am writing to tell you that I am relying on

(alibi OR expert)

evidence at my trial.

The name of the person who is providing this evidence is

(name of your witness)

and their address is

(address of your witness)

They can also be telephoned on

Enclosed is the

(statement OR report)

from

(name)

dated

(dated)

which I will be relying on at court. *(cross out if this is not relevant)*

(Address)

Yours faithfully,

(Your Signature)

(Your Name)