
Sample 4 – Letter to Police Prosecutions

The Officer-in-Charge
Police Prosecutions
240 Roma Street
BRISBANE QLD 4000
15 May 2010

Dear Officer

Re: Work Licence Application – Bosca Alberto Tran DOB 01.02.81

On 7 March 2012 I appeared in the Roma Street Magistrates Court on a drink driving charge. I told the magistrate I wanted to apply for a work licence and my application has been listed for 10 April 2012. On that date I intend to plead guilty to the drink driving charge and apply for the work licence.

I enclose a copy of each of the following:

1. my application for a work licence
2. my affidavit
3. the affidavit of my boss, Roger Minty.

Please confirm whether or not you require my employer Roger Minty in court on 10 April 2012. Roger is extremely busy and would prefer not to appear unless absolutely necessary. He is happy to speak with the Prosecutor on or before the court date or the court by telephone on the day if required.

Yours sincerely

B A Tran