

Date

The Honorable _____
United States District Judge
604 United States Courthouse
101 W. Lombard Street
Baltimore, Maryland 21201

Re: *United States v.* _____
Crim. No. _____

Dear Judge _____:

I request that the Court authorize the United States Probation Office to prepare a preliminary report regarding (defendant's name) criminal history.

I have discussed this matter with counsel for the Government, (AUSA's name), and he/she agrees with me that plea negotiations would be helped by an accurate understanding of (defendant's name) criminal history, which my investigation has not fully explicated. (Defendant's name) agrees that any time necessary to complete this report is excludable under 18 U.S.C. § 3161(h)(1) in computing the time by which his trial must commence under the Speedy Trial Act.

If the Court wishes to grant this request, I would simply ask that an endorsed copy of this letter be forwarded to Estelle Santana of the United States Probation Office with a copy to government counsel and me.

Should you have any questions regarding this matter, please contact me.

Sincerely yours,

_____(Attorney's name)_____

cc: _____, AUSA

Approved,

(Judge's Name)
United States District Judge