

[Court Letterhead]

[Date]

[Name] Presiding Judge  
[Circuit Number] Judicial Circuit  
[Address]

RE: Intoxication-Related Traffic Offense Case Information pursuant to 577.006  
RSMo.

Attached for review by the Court En Banc is the Municipal Division Summary Reporting form for the period [January through June or July through December], 20\_\_.

The form includes information on intoxication-related traffic offense case activity for the municipality of [municipality name]. This information is provided to you pursuant to Chapter 577.006 RSMo.

If you have questions or need further information, please contact the [municipal court name] at [phone number] or by e-mail at [email address].

Thank you for your attention.

Sincerely,

[court administrator's name]  
Court Administrator  
[municipality name] Division

cc: [Municipal Division Judge Name]