

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
D.C. Police Department
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous correspondence regarding [briefly mention the subject of your initial contact, e.g., "the report I filed on [date] regarding [incident details]"].

I appreciate the attention your department gives to these matters and would like to inquire about any updates or progress related to my case. Additionally, if there are any further details required from my end, please do not hesitate to let me know.

Thank you for your continued assistance. I look forward to your prompt response.

Sincerely,

[Your Name]