

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

[Recipient Name]
[Position Title]
DC Police Department
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about [specific information you are seeking or the purpose of your inquiry]. I would appreciate any details you could provide regarding [elaborate on the information needed].

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]