

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

Officer [Officer's Name]
[Police Station Name]
[Police Station Address]
[City, State, Zip Code]

Dear Officer [Officer's Name],

I am writing to formally report a lost property incident that occurred on [date of loss] at [location of loss]. The item I lost is described as follows:

- Item Description: [Description of the item, including brand, color, size, etc.]
- Identification Marks: [Any serial numbers, distinguishing features, etc.]
- Approximate Value: [Estimated value of the item]

I discovered the item was missing at approximately [time] while [briefly explain the circumstances of the loss]. I have made efforts to locate the item, including [mention any actions taken, such as retracing steps or checking with local businesses].

I would greatly appreciate your assistance in this matter and would like to file a report regarding my lost property. If you require any further information, please do not hesitate to contact me at [your phone number or email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]