

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

[Police Station Name]
[Station Address]
[City, State, ZIP Code]

Dear [Officer's Name/Title],

Subject: Inquiry Regarding [Specific Issue]

I hope this letter finds you well. I am writing to inquire about [briefly explain the nature of your inquiry, e.g., a recent incident, a report, or ongoing investigation].

[Provide additional details regarding your inquiry, including any relevant dates, locations, case numbers, or specific concerns you may have.]

I would greatly appreciate your assistance in providing any information or guidance on how to proceed with this matter. If necessary, please let me know if I need to visit the station or provide any further documentation.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]