

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

Dear [Officer's Name or "To Whom It May Concern"],

Subject: Request for Information

I am writing to formally request information regarding [specific information you are seeking, e.g., a police report, incident details, etc.] related to [briefly describe the incident, including date, time, and location if applicable].

I understand that this information may be subject to certain regulations, and I am willing to comply with any necessary procedures to obtain it. If there are any forms or fees required for processing this request, please let me know.

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)]