

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

To,

The Officer In-Charge,  
[Police Station Name]  
[Police Station Address]  
[City, State, Zip Code]

Subject: Request for [specific request, e.g., FIR copy, information, assistance, etc.]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request [mention the specific request you are making] related to [briefly explain the context, e.g., an incident, case number, etc.].

My details are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Phone Number]
- Relevant Case Number: [If applicable]

[Provide any additional information that may be necessary to process your request, including dates, locations, and any other relevant details].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]