

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

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

Subject: Complaint Report for Missing Items

Dear [Officer's Name / Police Department],

I am writing to formally report the loss of certain items that I believe were stolen/misplaced on [date of incident].

Details of the incident are as follows:

- Description of the items: [Provide a detailed description of the items, including brand, model, color, and any serial numbers]
- Approximate value of the items: [Specify the estimated value]
- Last known location of the items: [Provide specific details of where you last had the items]
- Circumstances of the loss: [Briefly explain how the items went missing]

I kindly request that you document this incident and initiate an investigation if possible. I am willing to provide any further information or assistance required to help recover my missing items.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]