

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

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

Subject: Report of Theft

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

I am writing to formally report a theft that occurred on [date of incident] at [location of incident].

Details of the incident are as follows:

- Description of stolen item(s): [List items, including serial numbers, if applicable]
- Estimated value of stolen item(s): [Value]
- Time of theft: [Approximate time]
- Circumstances surrounding the incident: [Briefly describe what happened, any relevant details or witnesses, and any actions taken post-theft]

I would appreciate your attention to this matter and any assistance you can provide in recovering my stolen property. Please let me know if you require any additional information.

Thank you for your help.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]