

[Your Police Department Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Official Police Report

Dear [Recipient's Name],

This letter serves as an official report regarding the incident that occurred on [Date of Incident] at [Location of Incident]. The details of the incident are as follows:

- **Incident Number:** [Incident Number]
- **Date and Time of Incident:** [Date and Time]
- **Involved Parties:**

- [Name of Person 1]

- [Name of Person 2]

- [Additional Names as necessary]

- **Type of Incident:** [Type (e.g., theft, assault, etc.)]

- **Description of Incident:**

[Provide a detailed description of the incident, including any relevant facts and findings.]

- **Investigating Officer:** [Officer's Name and Badge Number]

- **Contact Information:** [Officer's Phone Number and Email]

This report is filed for documentation purposes and may be used for any further investigations or legal proceedings if necessary. Should you require any more information or clarification regarding this case, please do not hesitate to contact the undersigned.

Sincerely,

[Your Name]

[Your Title]

[Your Badge Number]

[Your Police Department]

[Contact Information]