

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Police Department Name]

[Address of Police Department]

[City, State, Zip Code]

Subject: Acknowledgment of Police Report

Dear [Officer's Name or Title],

I am writing to formally acknowledge the receipt of the police report filed on [Date of Incident] regarding [brief description of the incident, e.g., "the theft of my vehicle"].

I appreciate the assistance and professionalism demonstrated by the responding officers during this matter. Your efforts in documenting the details and ensuring that I was informed throughout the process have been invaluable.

Please let me know if there are any further steps I need to take or any additional information required from my side. I look forward to your guidance as this matter proceeds.

Thank you once again for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]