

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Police Department Name]
[Police Department Address]
[City, State, Zip Code]
Subject: Police Report Correspondence
Dear [Police Officer's Name/Officer in Charge],
I am writing to follow up on the police report I filed on [date of
report] regarding [brief description of incident]. The report number is
[report number].
[Provide additional details or questions related to the report, such as
updates, clarifications, or requests for information.]
Thank you for your attention to this matter. I look forward to your
prompt response.
Sincerely,
[Your Name]