

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

[Recipient's Name]  
[Title]  
[Police Department Name]  
[Department Address]  
[City, State, ZIP Code]

Subject: Explanation of Police Report [Report Number]

Dear [Recipient's Name],

I am writing to provide an explanation regarding the police report number [Report Number] filed on [Date of Incident].

1. **Incident Details**

- Date and Time: [Date and Time]
- Location: [Location of Incident]
- Individuals Involved: [Names of individuals involved]

2. **Summary of Events**

[Provide a brief description of the events that transpired.]

3. **Supporting Information**

[Mention any witnesses, evidence, or circumstances that support your explanation.]

4. **Conclusion**

[Summarize your points and state any requests or actions you seek from the police department.]

Thank you for your attention to this matter. I hope this letter clarifies the details surrounding the incident.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Title/Position (if applicable)]