

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Police Department Name]  
[Department Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on Police Report [Report Number]

I hope this letter finds you well. I am writing to follow up on the police report I filed on [Date of Incident], concerning [brief description of the incident].

As of today, I have not received any updates regarding the investigation. I would appreciate any information regarding the progress made thus far, as it is important for me to stay informed about the case.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]