

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

[Police Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Submission of Police Report

Dear [Officer's Name/Department Name],

I am writing to formally submit a report regarding [brief description of the incident, e.g., "a theft that occurred on June 15, 2023"].

Incident Details:

- Date of Incident: [Date]
- Time of Incident: [Time]
- Location of Incident: [Location]
- Description of Incident: [Provide a detailed description of what happened]
- Any witnesses: [Names and contact information, if applicable]
- Additional Evidence: [List any attached documents, photos, or evidence]

Please feel free to contact me at [your phone number] or [your email address] should you require further information or clarification regarding this report.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]