

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

[Recipient Name]
[Recipient Position]
[Recipient Address]
[City, State, Zip Code]

Subject: Police Report Summary

Dear [Recipient Name],

I am writing to provide a summary of the police report regarding [brief description of the incident, e.g., "the theft that occurred on [date] at [location]"].

On [date of incident], at approximately [time], officers responded to a call regarding [specific details of the incident]. Upon arrival, the following observations were made: [list key observations].

The individuals involved included [list any suspects, victims, or witnesses]. Key evidence collected during the investigation includes [list evidence, e.g., photographs, witness statements, physical evidence].

As a result of the investigation, [briefly describe any actions taken, arrests made, or ongoing investigations].

If you require any further information or further details about this case, please do not hesitate to contact me directly.

Sincerely,

[Your Name]
[Your Position]
[Police Department Name]