

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

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

Subject: Filing a Police Report

Dear [Officer's Name or "To Whom It May Concern"],
I am writing to formally file a police report regarding [briefly state the incident, e.g., theft, assault, vandalism] that occurred on [date] at [location].

Details of the incident:

- ****Date and Time****: [insert date and time of incident]
- ****Location****: [insert specific location]
- ****Description of Incident****: [provide a detailed account of what happened, including any relevant circumstances or context]
- ****Involved Parties****: [list any other individuals involved, if applicable, including witnesses]
- ****Item(s) Involved****: [list any property involved, if applicable, including estimated value]

Please find attached any further documentation or evidence related to this incident (e.g., photographs, video footage, witness statements). I request that a formal report be made and am available to provide any further information or answer any questions you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]