

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

Officer in Charge
[Name of Police Station]
[Police Station Address]
[City, State, Postcode]

Dear Officer in Charge,
Subject: Request for [Specify Request, e.g., Police Report, Information, etc.]

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request [specific information or document]. The details regarding my request are as follows:

- **Incident Date:** [Date of Incident]
- **Incident Number (if available):** [Incident Number]
- **Location of Incident:** [Location]
- **Additional Relevant Details:** [Any other pertinent details]

I understand that the processing of this request may take some time, but I would greatly appreciate your assistance in this matter. Should you require any further information or documentation to process my request, please do not hesitate to contact me.

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]