

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Request for Police Report

To the Custodian of Records,

I am writing to formally request a copy of a police report regarding an incident that occurred on [Date of Incident].

Below are the details to assist you in locating the file:

- **Case/Report Number:** [Number if known]
- **Date of Incident:** [Date]
- **Time of Incident:** [Approximate Time]
- **Location of Incident:** [Street Address/Intersection]
- **Parties Involved:** [Your Name and any other names]
- **Type of Incident:** [e.g., Traffic Accident, Theft, etc.]

I am requesting this report for [State Reason, e.g., insurance purposes / personal records]. Please let me know if there are any fees associated with this request and the preferred method of payment.

I have enclosed a copy of my [ID/Driver's License] for identification purposes if required. Please send the report to the address listed above or via email at [Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]