

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

[Date]

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

Re: Request for Traffic Accident Report

To the Records Custodian,

I am writing to request a formal copy of the police report for a motor vehicle accident in which I was involved. Below are the details regarding the incident:

- **Date of Accident:** [Date]
- **Time of Accident:** [Time]
- **Location of Accident:** [Street/Intersection/City]
- **Report Number (if known):** [Case Number]
- **Involved Parties:** [Your Name] and [Other Driver's Name]

I have enclosed [a copy of my identification / the required processing fee of \$XX.XX] as per your department's requirements.

Please mail the report to the address listed above. If there are any issues or additional forms required to complete this request, please contact me at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]