

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

[Date]

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

RE: Request for Official Police Report

To the Custodian of Records,

I am writing to formally request a copy of the official police report for a motor vehicle accident that occurred on [Date of Accident]. I was a [Driver/Passenger/Pedestrian] involved in the incident.

The details of the accident are as follows:

- **Report/Case Number:** [Insert Number if known]
- **Date of Accident:** [Date]
- **Time of Accident:** [Time]
- **Location:** [Specific Street, Intersection, or City]
- **Involved Parties:** [Your Name and other driver's name if known]
- **Vehicle Information:** [Make/Model of your vehicle]

I have enclosed a copy of my photo identification and the required processing fee of \$[Amount] in the form of a [Check/Money Order].

Please mail the report to the address listed above. If there are any issues or if you require further information, please contact me at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]