

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

[Date]

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

**RE: Request for Copy of Theft Incident Report**

To the Records Department,

I am writing to formally request a certified copy of the incident report filed regarding a theft of my personal property. Below are the details of the incident:

- **Case/Report Number:** [Enter Number if known]
- **Date of Incident:** [Date]
- **Location of Incident:** [Address or Description of Location]
- **Items Stolen:** [Briefly list items, e.g., Laptop, Wallet, Vehicle]

I am requesting this report for the purpose of [state reason, e.g., filing an insurance claim/personal records].

Please let me know if there are any administrative fees associated with this request and the preferred method of payment. I have enclosed a copy of my photo identification for verification purposes.

You can send the report to my mailing address listed above or via email at [Your Email Address].

Thank you for your time and assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]