

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

[Date]

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

**RE: Request for Official Police Report - Case Number: [Insert Case Number]**

To the Custodian of Records,

I am writing to formally request a certified copy of the official police report regarding an incident of vandalism that occurred on [Date of Incident] at [Location of Incident].

The details of the incident are as follows:

- **Report/Case Number:** [Insert Number]
- **Date Reported:** [Insert Date]
- **Officer Name/Badge Number (if known):** [Insert Info]
- **Nature of Incident:** Vandalism

This report is required by my insurance provider, [Insurance Company Name], to process a property damage claim. 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 my address listed above. If you have any questions or require further information, please contact me at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]