

[Your Name]
[Business Name]
[Business Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Request for Commercial Burglary Incident Report

To the Custodian of Records,

I am writing to formally request a copy of the official police report regarding a burglary that occurred at my business premises. This report is required for insurance claims and internal record-keeping purposes.

The details of the incident are as follows:

- **Case/Incident Number:** [Insert Number]
- **Date of Incident:** [Insert Date]
- **Approximate Time:** [Insert Time]
- **Location:** [Business Address where burglary occurred]
- **Reporting Officer:** [Officer Name/Badge Number, if known]

Please inform me if there are any administrative fees associated with this request and the preferred method of payment. You may send the report to the mailing address listed above or via email at [Insert Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Position]