

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

[Date]

[Fire Department Name]
[Department Address]
[City, State, Zip Code]

RE: Official Request for Fire Incident Report

To the Records Department,

I am writing to formally request a copy of the official fire incident report regarding a fire that occurred at the following location:

Incident Address: [Full Address of Fire Location]
Date of Incident: [Date]
Approximate Time: [Time]
Incident/Case Number: [Insert Number if known, otherwise leave blank]

I am requesting this report for the purpose of [state reason, e.g., insurance claims / legal records / personal records]. I am the [state your relationship, e.g., property owner / tenant / authorized representative] of the affected premises.

Please let me know if there are any administrative fees associated with this request and the preferred method of payment. You may send the report via [email / postal mail] to the contact information provided above.

Thank you for your assistance in this matter.

Sincerely,

[Signature]
[Your Printed Name]