

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

[Date]

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

RE: Request for Police Report / Accident Report

To the Records Custodian,

I am writing to formally request a copy of the official police report regarding the incident described below for use in a personal injury claim.

Incident Details:

- **Report/Case Number:** [Insert Number if known]
- **Date of Incident:** [Insert Date]
- **Time of Incident:** [Insert Time]
- **Location:** [Insert Location/Address/Intersection]
- **Parties Involved:** [Insert Your Name and Other Party Names]

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

Please mail the report to the address listed above. If there are additional forms required or if the report is not yet available, please contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]