

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

[Date]

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

**RE: Request for Police Report regarding Residential Break-In**

To the Records Custodian,

I am writing to formally request a copy of the official police report for a residential break-in that occurred at my property. This report is required for insurance purposes and personal records.

The details of the incident are as follows:

- **Case/Incident Number:** [Enter Case Number if known]
- **Date of Incident:** [Enter Date]
- **Approximate Time of Incident:** [Enter Time]
- **Location:** [Enter Full Address of the Break-In]
- **Reporting Officer:** [Enter Officer Name/Badge Number if known]

I have attached a copy of my photo identification to verify my identity as the resident/homeowner. 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 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]