

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

[Date]

[Name of Police Department/Agency]
[Department Address]
[City, State, Zip Code]

RE: Request for Hit and Run Incident Report

To the Records Department,

I am writing to formally request a copy of the official police report for a hit and run incident in which I was involved. This report is required for insurance purposes and legal documentation.

The details of the incident are as follows:

- **Case/Reference Number:** [Enter Number if known, otherwise leave blank]
- **Date of Incident:** [Date]
- **Time of Incident:** [Approximate Time]
- **Location:** [Specific Street Address or Intersection]
- **Vehicle Description:** [Your Vehicle Make, Model, and License Plate]

I have attached a copy of my photo identification as required. 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 to my mailing address listed above or via email at [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]