

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

[Date]

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

RE: Request for Police Report / Incident Report

To the Custodian of Records,

I am writing to formally request a copy of the police report regarding an incident that occurred on [Date of Incident]. This report is required for the processing of a general liability insurance claim.

Incident Details:

- **Case/Report Number:** [Insert Number if known]
- **Date of Incident:** [Date]
- **Time of Incident:** [Time]
- **Location:** [Specific Address or Description of Location]
- **Involved Parties:** [Names of individuals involved]

I have enclosed a [Check/Money Order] in the amount of \$[Amount] to cover the administrative fees associated with this request. If there are additional forms required or further costs, please notify me at your earliest convenience.

Please mail the certified copy of the report to the address listed above or email it to [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]