

[Your Name]
[Your Job Title/Position]
[Company Name]
[Company 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 - Case Number: [Insert Case Number]

To the Records Department,

I am writing to formally request a copy of the police report regarding an incident that occurred at our workplace. This report is needed for [insurance purposes / internal investigation / legal documentation].

Incident Details:

- **Date of Incident:** [Date]
- **Time of Incident:** [Time]
- **Location:** [Specific Workplace Address/Area]
- **Case/Reference Number:** [Number if known]
- **Involved Parties:** [Names of individuals involved]

Please let me know if there are any administrative fees associated with this request and the preferred method of payment. I have enclosed [mention any attached ID or authorization forms, if required].

You can send the report via email to [Email Address] or by mail to the address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]