

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

[Date]

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

RE: Request for Official Police Report - Stolen Vehicle

To Whom It May Concern,

I am writing to formally request a certified copy of the official police report regarding the theft of my vehicle. This report is required for insurance processing and personal records.

Incident Details:

- **Case/Reference Number:** [Enter Case Number]
- **Date of Incident:** [Date of Theft]
- **Location of Incident:** [Address or Location where vehicle was taken]

Vehicle Information:

- **Make and Model:** [e.g., Toyota Camry]
- **Year:** [e.g., 2022]
- **License Plate Number:** [Plate Number]
- **Vehicle Identification Number (VIN):** [17-digit VIN]

Please let me know if there are any administrative fees associated with this request and the preferred method of payment. I have enclosed a copy of my [Driver's License/ID] for verification purposes.

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]