

[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 Official Police Report - Cargo Theft

To the Records Custodian,

I am writing to formally request a certified copy of the official police report regarding a cargo theft incident involving our company. This report is required for insurance claims and internal investigative purposes.

The details of the incident are as follows:

- **Case/Reference Number:** [Enter Case Number]
- **Date of Incident:** [Enter Date]
- **Location of Incident:** [Enter Street Address/City where theft occurred]
- **Driver/Employee Name:** [Enter Name]
- **Vehicle Description:** [Enter Truck/Trailer Number and License Plate]

I have enclosed a copy of my [Driver's License/Employee ID] and the required processing fee of \$[Amount, if applicable]. If there are additional forms or fees required to fulfill this request, please notify me at your earliest convenience.

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

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]