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

[Date]

[Officer Name/Department Head]
[Police Department Name]
[Precinct/Division Address]
[City, State, Zip Code]

**RE: Update/Verification Request for Police Report #[Report Number]**

To Whom It May Concern,

I am writing to request a formal update and verification regarding the status of the police report filed on [Date of Incident] concerning [Brief Description of Incident, e.g., a motor vehicle accident/theft/property damage].

The incident occurred at [Location of Incident] and was documented under Case/Report Number: **[Report Number]**.

I am requesting this update for the following purpose: [e.g., Insurance claim processing / Legal documentation / Records correction]. Specifically, I would like to know:

- The current status of the investigation (Open/Closed/Pending).
- If any additional statements or evidence are required from my end.
- If a final certified copy of the report is now available for pickup or mailing.

Attached is a copy of my government-issued identification and the original case receipt provided at the time of the report.

Please notify me of any updates via [Phone/Email/Mail]. Thank you for your time and your service to the community.

Sincerely,

[Your Signature]
[Your Printed Name]