

Letter Writing to Police for Requesting Information

[Your Name]

[Your Address]

[City, State - ZIP Code]

[Date]

[Police Department Address]

[City, State - ZIP Code]

Dear Officer [Name],

I am writing to request information regarding a traffic accident that occurred on [Date] at [Location]. I was involved in the accident and would like to obtain a copy of the police report for my insurance claim.

The accident involved a [Description of Vehicles] and occurred at approximately [Time]. I have attached a copy of my driver's license and insurance information for your reference.

If possible, I would appreciate receiving a copy of the police report as soon as possible to expedite my insurance claim process. Please let me know if there is any additional information you need from me or if there are any fees associated with obtaining the report.

Thank you for your attention to this matter.

Sincerely,

[Your Name]