

Letter Writing to Police - Reporting a Crime

[Your Name]

[Your Address]

[City, State - ZIP Code]

[Date]

[Police Department Address]

[City, State - ZIP Code]

Dear Officer [Name],

I am writing to report a crime that occurred on [Date] at [Location]. At approximately [Time], I witnessed a man breaking into a parked car and stealing a laptop and other valuable items from inside.

The suspect was approximately [Description], wearing [Clothing Description], and fled the scene in a [Vehicle Description] in the direction of [Direction]. I was able to capture a photo of the suspect and the vehicle on my phone, which I have attached to this letter for your reference.

I would appreciate any assistance you can provide in investigating this crime and bringing the suspect to justice. Please let me know if you need any additional information or if I can assist in any way.

Thank you for your attention to this matter.

Sincerely,

[Your Name]