

Theft Claim Request

Date: [Insert Date]

To: [Law Enforcement Agency Name]

Address: [Law Enforcement Agency Address]

City, State, Zip Code: [City, State, Zip Code]

Dear [Law Enforcement Officer's Name or "To Whom It May Concern"],

I am writing to formally request a report regarding a theft incident that occurred on [Insert Date of Theft] at [Location of Theft]. The details of the incident are as follows:

- **Incident Description:** [Provide a brief description of the theft]
- **Items Stolen:** [List of stolen items]
- **Report Number (if available):** [Insert Report Number]
- **Contact Information:** [Your Name, Phone Number, Email Address]

This report is needed for insurance purposes and further legal actions. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]