

Vandalism Incident Report

Date: [Insert Date]

To: [Local Authority Name]

Address: [Local Authority Address]

Dear [Local Authority Contact Name],

I am writing to report an incident of vandalism that occurred on [insert date of incident] at [insert location]. The details of the incident are as follows:

- **Description of Damage:** [Insert detailed description of the damage caused]
- **Estimated Cost of Damages:** [Insert estimated cost]
- **Witnesses:** [Insert names/contact information if available]
- **Police Report Number (if applicable):** [Insert number]

I kindly request that you investigate this matter and take the necessary actions to address the vandalism. If you need any further information or assistance, please do not hesitate to contact me at [insert your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]