

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Officer In Charge,

[Police Station Name]

[Station Address]

[City, State, Zip Code]

Subject: Acknowledgment of Report Submission

Dear [Officer's Name],

I am writing to formally acknowledge the receipt of my report submitted on [Insert Date of Report Submission] regarding [brief description of the incident]. I appreciate your attention to this matter.

The report has been assigned the reference number [Insert Reference Number], and I look forward to your feedback and any updates as the investigation progresses.

Thank you for your assistance.

Sincerely,

[Your Name]