

Confirmation of Police Report Lodgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves to confirm that your police report has been successfully lodged with the [Name of Police Department] on [Date of Lodgment]. The report has been assigned the reference number [Report Number].

Should you have any questions or require further assistance regarding your report, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Name of Police Department]

[Contact Information]