

Police Report Acknowledgment Notice

Date: [Insert Date]

File Number: [Insert File Number]

To: [Insert Complainant's Name]

Address: [Insert Complainant's Address]

Dear [Complainant's Name],

We acknowledge receipt of your police report submitted on [Insert Submission Date] regarding [brief description of the incident]. Your report is important to us and will be investigated thoroughly.

If you have any additional information or questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Insert Officer's Name]

[Insert Officer's Title]

[Insert Police Department Name]