

Response to Police Report Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Acknowledgment of Police Report Submission

Dear [Recipient's Name],

Thank you for submitting your police report regarding [brief description of incident]. We want to confirm that your report has been received and will be processed accordingly.

Your report is of significant importance, and our team is currently reviewing the details. We will keep you informed about the progress and any subsequent actions taken.

If you have any additional information to add or questions regarding your report, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Officer's Name]

[Officer's Title]

[Police Department Name]

[Contact Information]