

Mailbox Vandalism Incident Report

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Insert Recipient's Name],

I am writing to report an incident of vandalism that occurred on [Insert Date of Incident]. The mailbox located at [Insert your Address] was found damaged. The specifics of the damage include [Describe damage in detail].

I have attached photographs of the vandalized mailbox for your reference. This incident has caused significant inconvenience, and I would appreciate any assistance you could provide in resolving this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip]

[Your Phone Number]

[Your Email Address]