

Report on Mailbox Property Damage

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to report damage to my mailbox located at [Your Address]. On [Date of Incident], I discovered that my mailbox had been [describe the nature of the damage, e.g., "vandalized," "struck by a vehicle," etc.].

The extent of the damage includes [detail the specific damages, e.g., "a bent post," "broken door," etc.]. I have attached photographic evidence for your review.

I kindly request your assistance in addressing this matter and any necessary steps to rectify the situation. Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Contact Information]