Statement Regarding Vandalized Mailbox

Date: [Insert Date]

To Whom It May Concern,

I am writing to report the vandalism of my mailbox located at [Insert Address]. On [Insert Date of Incident], I discovered that my mailbox had been [describe the damage or vandalism, e.g., "damaged beyond repair," "defaced with graffiti," etc.].

This incident has caused me significant inconvenience, and I am seeking assistance in addressing the matter. I have attached photographs of the damage for your reference.

Thank you for your attention to this issue. I would appreciate any guidance on the next steps to take and how to seek resolution.

Sincerely,
[Your Name]
[Your Contact Information]