

Letter of Complaint Regarding Mail Theft

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Local Authority Name]

[Authority Address]

[City, State, ZIP Code]

Dear [Local Authority Name],

I am writing to formally report an incident of mail theft that occurred at my residence located at [Your Address]. On [date of incident], I discovered that my mail had been tampered with, and several important items were missing, including [list any specific items such as credit cards, personal documents, etc.].

This incident has caused me significant concern as it poses potential risks to my personal information and identity. I kindly request that your office investigates this matter promptly and takes appropriate measures to prevent further incidents.

Enclosed with this letter are copies of any relevant documents and evidence related to this incident. I appreciate your attention to this serious matter and look forward to your timely response.

Thank you for your assistance.

Sincerely,

[Your Name]