

# **Subject: Request for Information Regarding Mail Theft**

Dear [Police Department Name],

I hope this message finds you well. I am writing to formally request information related to an incident of mail theft that occurred on [Date] at my residence located at [Your Address].

On the aforementioned date, I discovered that my mail had been tampered with, and important documents were missing. As this situation has caused me significant concern, I would appreciate any information you could provide regarding the steps I should take, as well as any updates on the investigation, if applicable.

Please let me know if you require any additional details from my end to assist in this matter. I appreciate your attention to this urgent issue and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Phone Number]  
[Your Email Address]