

# Mail Theft Report

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally report the theft of my mail. My name is [Your Name], and I reside at [Your Address]. On [Date of Incident], I noticed that my mail was missing from my mailbox.

Details of the incident:

- Mail items missing: [List specific items, e.g., letters, packages]
- Last seen date: [Date]
- Possible witnesses: [Names, if any]

I have already taken steps to secure my mailbox and have spoken to my neighbors. I kindly request that you investigate this incident and take necessary actions to prevent future occurrences.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Contact Information]