

Letter of Break-In Incident Disclosure

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to inform you about a break-in incident that occurred on [date of incident] at [location of incident, e.g., my home or car]. I believe it is important for you to be aware of this situation, as it may affect my work or any company assets.

Details of the incident include:

- Date and time of the break-in: [insert date and time]
- Location: [insert location]
- Property taken: [insert details of stolen property, if any]
- Action taken: [insert details regarding police report or security measures taken]

Please let me know if you require any further information or documentation regarding this incident. I appreciate your understanding and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]