

Formal Report of Break-in Incident

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I am writing to formally report a break-in incident that occurred on [Date of Incident] at my residence located at [Your Address].

Details of the incident are as follows:

- **Date and Time of Incident:** [Insert Date and Time]
- **Police Report Number:** [Insert Report Number]
- **Items Stolen:** [List Items]
- **Damages Incurred:** [Describe Damages]

I have contacted the local authorities to report the incident, and they are currently investigating the matter. I urge you to review any security measures in place for the property to prevent future incidents.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]