

Break-in Incident Notification

Date: [Insert Date]

To: [Police Department Name]

From: [Your Name]

Address: [Your Address]

Contact Number: [Your Contact Number]

Email: [Your Email]

Dear [Police Department Name],

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

Details of the incident are as follows:

- **Date and Time of Incident:** [Insert Date and Time]
- **Description of the Incident:** [Brief Description of the Break-in]
- **Items Stolen:** [List of Stolen Items]
- **Witnesses:** [Names and Contact Information of Witnesses, if any]
- **Crime Scene Evidence:** [Any Evidence Available]

I request that you investigate this matter promptly. Attached to this letter are copies of any relevant documents, including photographs and a list of stolen property.

Thank you for your attention to this serious matter. Please feel free to contact me at [Your Contact Number] or [Your Email] if you need further information.

Sincerely,

[Your Name]