

LETTERS

DATE: _____

COMPLAINANT'S NAME: _____

COMPLAINANT'S ADDRESS: _____

RE: _____

ACCORDING TO OUR FILES, THE ABOVE ITEM(S) WERE REPORTED
STOLEN ON _____, 19____. (COMP# _____)
OUR RECORDS INDICATE THE ITEM HAS NOT BEEN RECOVERED.

WITHIN FIVE (5) DAYS OF RECEIVING THIS LETTER, PLEASE
RETURN THIS LETTER TO OUR DEPARTMENT WITH THE CORRECT
INFORMATION. THIS INFORMATION IS NEEDED TO UPDATE THE
FILE.

_____ THE ITEM IS STILL STOLEN/MISSING. PLEASE RETAIN
THE ENTRY. AS THE OWNER, I AM STILL WILLING TO
RETRIEVE THE ITEM WHERE FOUND.

_____ THE ITEM IS STILL STOLEN/MISSING, BUT IS NO LONGER
WORTH IT TO RETRIEVE IT. PLEASE CANCEL ENTRY.

_____ THE ITEM HAS BEEN RECOVERED. PLEASE CANCEL ENTRY.

APPROXIMATE DATE RECOVERED: _____

_____ THE ITEM HAS BEEN PAID FOR BY MY INSURANCE COMPANY.

NAME OF INS. CO. _____

ADDRESS _____

POLICY# _____

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,
POLICE DEPARTMENT/SHERIFF'S DEPARTMENT

VALIDATIONS/QUALITY CONTROL OFFICER

DATE

TO:

REF: _____

DEAR _____

WOULD YOU PLEASE ADVISE THIS AGENCY IF THE ABOVE ITEM IS STILL CONSIDERED STOLEN OR IF IT HAS BEEN RECOVERED. WE NEED THIS INFORMATION TO UPDATE OUR FILES. IF WE DO NOT RECEIVE A REPLY WITHIN 20 DAYS, IT WILL AUTOMATICALLY BE REMOVED FROM THE STOLEN PROPERTY FILES.

THANK YOU FOR YOUR COOPERATION IN THIS MATTER.

SHERIFF'S DEPT./POLICE DEPT.