

Official Letter Example “Write a letter to Superintendent of Police for theft of your bicycle.” Complete Official Letter for all classes.

90, Model Town,

Ludhiana.

August 25, 20....

To

The Senior Superintendent to Police,

Ludhiana.

Subject: Loss of bicycle.

Sir,

Yesterday, I went to see my friend at his house in Civil Lines at about 11 a.m. I placed my bicycle outside his house. I forgot to lock it. I stayed there for about twenty minutes. When I came out of his house, to my great surprise, I found my bicycle missing. I lost ground under my feet. An inquiry was made at the spot, but no clue was found. All suspected Moti who is known bicycle thief. It surely appeared to be his handiwork or that of his gang men.

The maker of the bicycle is ‘Eastern Star’. Its number is 5676. It is a brand-new bicycle. Its color is green. The photocopy of the cash memo is enclosed.

I am sure that all these particular will enable you to trace out my lost bicycle. I shall feel obliged to you if you investigate the matter at your earliest. I am facing a great hardship without the bicycle.

Yours faithfully,

Vikas Bansal.