

## **Official Letter Example “letter of reporting against the theft of your Scooter” Complete Official Letter for all classes.**

Dear Baba Nanak,

August 29, 19...

To

The Superintendent of police,

Gurdaspur.

Sir,

I beg to inform you that my scooter was stolen today morning at about 10-30 a.m. I had gone to the State Bank of India and had parked the scooter outside the bank building. It was duly locked. When I came out, I found my scooter missing. I lost ground under my feet. I made inquiries from the shopkeeper nearby. He told me that some two young men, one a clean-shaven fellow and the other with grizzled beard, were roaming about in the vicinity. I hope this clue will help you in apprehending the culprits.

My scooter is “Bajaj Chetak”. Its color is steel grey. Its registration No. is PAP 7895. Its engine bears the number A.K. 43259 and chassis, BL 2589. I had purchased the scooter in January 20.... The number plate bears ‘JATKA’ as my caste.

I would request you to get my scooter traced out. I have no objection if a sum of Rs 100/- is given to the person who helps the police in tracing out the scooter.

Thanking you,

Yours faithfully,

Resham Singh.