

Flat No. B 7, Green Paradise Apartments

Bhavana Nagar 4<sup>th</sup> Street

Anna Nagar East

Chennai – 600012

5<sup>th</sup> February, 2022

The Inspector of Police

A 10 Police Station

Anna Nagar East

Chennai – 600012

Subject: Regarding an attempt of theft in Flat No. B 7, Green Paradise Apartments on 4<sup>th</sup> February, 2022

Sir/Ma'am,

I am Ashish Joseph, and I live in Flat No. B 7 in Green Paradise Apartments, Anna Nagar East. I am writing this letter to bring to your kind notice that there has been an attempt of theft in my apartment yesterday night. We saw two guys who were trying to break in. They ran away as soon as we turned on the lights. We found a handkerchief lying on the floor outside our door. We are really worried and threatened by this incident. I request you to kindly look into this matter and investigate the case.

Kindly consider this letter as my official complaint letter and do the needful at the earliest. I am providing my contact details for any further clarification.

Thank you in advance.

Yours sincerely,

Signature of the sender

ASHISH JOSEPH

Contact details:

Phone number: xxxxxxxxxx

Email address : name.name@email.com