**To**  Place

The Circle Inspector, Date:

\_\_\_\_\_ Police Station.

Address of the police station.

**From**

Your Name,

Address,

Mobile Number.

Sub: Complaint regarding the theft of the mobile phone.

Dear Sir/Madam,

I am writing this letter to file a complaint about the theft of the mobile in the bus no 25P. This incident happened on 04 January 2020, in between 9 AM to 9.30 AM while I was traveling from PM Palem to RTC complex. I got a call around 9.10 am while I was in bus, after answering the call I kept my mobile in my pant side pocket and after reaching my stop and when I kept my hands in my pocket my mobile was not there, I enquired everybody in the bus but nobody has not seen it.

Here is the bus number registration number \_\_\_\_\_\_\_which I have noted after getting out of the bus. Here are the details of my mobile:

Model: **One Plus 7 Pro**

Colour: **Blue**

Sim cards: **Jio & BSNL.**

I will be very thankful to you if you find my mobile phone because I bought this mobile recently just before 15 days.

Thanking you,

Regards,

\_\_\_\_\_\_\_\_\_.