**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 bike (Honda Active 5G, White)

Dear Sir/Madam,

I am writing this letter to complain about the theft of my motorbike which I parked outside of a local supermarket in \_\_\_\_\_\_\_ area. On 16 January 2020, at evening 6 PM I went to buy some groceries in my local supermarket and I parked my bike outside of the supermarket. I came 30 minutes after completing my shopping and I am shocked my bike was not there in the parking place even though the key is with me.

Here are the details of my bike:

Model: **Honda Active 5G**

Colour: **White**

Registration No: \_\_\_\_\_\_\_\_\_

I am requesting you to please find my bike and I will be really grateful if get my stolen bike.

Thanking you in advance.

Regards,

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