Nursing Officer

Chainda Health Facility  
Chainda

To  
The Police Inspector  
Chainda Police Post  
Avandale

Subject: Requesting For a Police Report On the Theft that took place at Chainda Health Facility

Sir / Madam

I hereby write this letter with the reference to the above subject matter.

We as a facility request a formal police report about the theft of two laptops that were stolen from the facility and the matter was reported to the police.

Looking forward to your kind assistance in this matter.

Thanking you  
Yours sincerely  
Harriet Tembo