Date: <**today’s date**>

To

Officer in charge

<**area**> Police Station, <**city**>,

<**state**>, India

Sub: Missing of my <**relation**>, <**full** **name**>, <**age**>

Respected Sir,

I <**your** **name**>, s/o <**father’s name**>, currently residing at <**house** **address**>, area <**area**>.

Since <**date of missing**>, my <**relation**>, <f**ull Name**> from <**last seen place or place of missing**>

We have also checked at relative places as well as other possible places but were unable to trace him/her.

I would request you to kindly register the complaint and take necessary action to found him/her As soon as possible.

Thanking You

Yours faithfully

<**guardian’s name**>

<**contact number**>