

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Police Station

Address of Police Station

Subject: Thank You Letter

Dear Sir/ Madam,

I am writing this letter to thank you and your team for your efforts and time in catching the thief responsible for a burglary in our society. Some thieves broke into a few houses in our society last Saturday at midnight. On spotting the thieves, one of my neighbors called the police. The two policemen came within 10 minutes while the other members of the team came to the location within 15-20 minutes. All the police officers successfully caught the thief using their mind and muscle power.

It was only because of your active team members that we could get our belongings back from thieves. If the police officers would not have shown instinctive action in catching the thieves, the society members would have lost all their valuable belongings.

We are blessed and grateful to be under the surveillance of such good and active officers. Your perseverance and commitment are top-notch. We are extremely grateful and thankful for your actions towards the case.

Once again, thank you for your help and for keeping us safe at all times.

Sincerely,

(Signature)

Sender's Full Name