

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 for your speedy action in catching the phone snatcher. We are grateful that we have such brave police officers like you always available for our service. The prompt action taken by you when the snatcher ran away with my phone, helped me get back the phone worth USD 3000.

It is commendable that even though your work is so dangerous, you are always ready to serve the public and save them from such unfortunate incidents. Your attempts to catch the snatchers and goons deserve appreciation.

Once again I would like to thank you for your efforts and braveness and for getting my phone back.

Sincerely,

(Signature)

Sender's Full Name