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| --- | --- | --- | --- |
| The Commissioner of Police  200 Roma Street Brisbane QLD 4000 |  |  | Your Name  Address  Phone Number  Email |

**By hand / Post**

DATE

To whom it may concern,

**RE: Return of property held by police**

I am seeking the release of items held by the police namely:

* List Items

Provide some background to why the police took the items

Describe the items held by the police

Establish your ownership of the items

In light of the above, please confirm the above items will be returned/released to me and where I can collect them.

Yours faithfully

NAME