

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]  
[Law Enforcement Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Cyber Crime Complaint

Dear [Recipient's Name],

I am writing to formally report a cyber crime incident that I have been a victim of. The details of the incident are as follows:

**\*\*1. Victim Information:\*\***

- Name: [Your Name]
- Contact Information: [Your Phone Number and Email Address]

**\*\*2. Incident Details:\*\***

- Date of Incident: [Date]
- Time of Incident: [Time]
- Location: [Your City/State]
- Description: [Detailed description of the incident, including what happened, how you discovered it, and any relevant information about the perpetrator, if known.]

**\*\*3. Evidence:\*\***

- Attachments: [List any attached files, screenshots, or documents that support your claim.]

**\*\*4. Action Requested:\*\***

I kindly request that your agency investigate this matter thoroughly. I would appreciate an update on any findings or actions taken regarding my case.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]