

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

[Date]
[Recipient's Name]
[Title]

DC Police Department
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal Regarding [Brief Description of the Issue]

I hope this letter finds you well. I am writing to formally appeal
[describe the issue: e.g., a decision, charge, or incident] that occurred
on [date of incident].

[Provide a brief summary of the events leading up to your appeal,
including any relevant details or context.]

I believe that [state your reasons for the appeal, including any evidence
or information that supports your position].

[If applicable, mention any previous correspondence regarding this issue
and the responses you received.]

I respectfully request that you review my case and consider [state what
you are asking for, such as a reversal of a decision, reconsideration,
etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]