

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Police Department Name]
[Department Address]
[City, State, ZIP Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Complaint Regarding [Brief Description of Incident]

I am writing to formally lodge a complaint concerning an incident that occurred on [date] at [location]. The details of the incident are as follows:

[Describe the incident, including specific details such as what happened, who was involved, and any relevant circumstances.]

I believe this incident warrants your attention because [explain why you are dissatisfied, including any negative impact it had on you, your family, or your community].

I request that this matter be investigated thoroughly and that appropriate action be taken. I would appreciate a confirmation of receipt of this complaint and any updates regarding the investigation process.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]