

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

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

D.C. Police Department  
[Department Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to [state the purpose of your letter succinctly].

[Provide details and context regarding your request or issue. Be clear and concise, using formal language throughout.]

I would appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me if you require further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]