

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Officer [Officer's Name]
[District Name] Police Department
[Police Department Address]
[City, State, Zip Code]
Subject: Incident Report - [Brief Description of Incident]
Dear Officer [Officer's Name],
I am writing to formally report an incident that occurred on [Date of Incident] at approximately [Time] at [Location].
Please find the details of the incident as follows:
- ****Nature of Incident:**** [Describe the incident briefly]
- ****Involved Parties:****
 - Victim: [Name, if applicable]
 - Suspect: [Name, if known]
 - Witnesses: [Names and contact information]
- ****Description of Events:****
 [Provide a detailed account of what happened]
- ****Evidence:****
 [List any evidence available, such as photos, videos, or documents]
I kindly request that this incident be investigated, and I am available for any follow-up questions or further information needed.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Signature (if sending a hard copy)]