

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

[Recipient's Name]
[Title/Position]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting with the DC Police Department to discuss [briefly state the purpose of the meeting, e.g., community outreach programs, safety concerns, collaboration initiatives, etc.].

I believe that a meeting would be beneficial for both parties and provide an opportunity to [mention any specific objectives or goals you hope to achieve in the meeting].

I am available for a meeting on [suggest a few dates and times], but I am more than willing to accommodate your schedule. Please let me know what works best for you.

Thank you for considering my request. I look forward to the opportunity to meet and discuss this important matter.

Best regards,

[Your Name]
[Your Title/Organization, if applicable]