

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

Chief of Police
DC Police Department
[Department Address]
[City, State, Zip Code]
Subject: Notification Letter
Dear Chief [Last Name],

I hope this letter finds you well. I am writing to formally notify the DC Police Department regarding [briefly state the purpose, e.g., a recent incident, a community concern, etc.].

[Provide a detailed description of the incident or concern, including relevant dates, locations, and any individuals involved. Be concise but thorough.]

I believe it is important to bring this matter to your attention to ensure [explain any desired outcomes or actions you believe are necessary].

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]
[Additional Contact Information, if necessary]