

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

Dear [Recipient Name or "To Whom It May Concern"],
Subject: Request for [specific information or action you are requesting]
I hope this letter finds you well. My name is [Your Name], and I am writing to formally request [clearly specify what you are requesting, e.g., a copy of a police report, assistance with a case, etc.].
The details pertaining to my request are as follows:

- Date of Incident: [Date]
- Location of Incident: [Location]
- Case Number (if applicable): [Case Number]
- Additional information: [Any other relevant details]

I would appreciate your assistance in this matter. Please let me know if you require any further information or documentation from my side to process this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]