

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

[Date]  
[Recipient Name]  
[Title]

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

Dear [Recipient Name],  
Subject: Service Request

I am writing to formally request assistance from the DC Police Department regarding [briefly describe the issue or service you need, e.g., a noise complaint, assistance with a crime report, etc.].

Details of the Request:

- **\*\*Date and Time of Incident\*\***: [Provide specifics]
- **\*\*Location\*\***: [Exact address or location description]
- **\*\*Description\*\***: [Provide a detailed description of the situation or request, including any relevant information that may assist the police department in addressing your request]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you need any more information.

Thank you for your service and support.

Sincerely,

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