

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

[Date]
[Recipient's Name]
[Title]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for the exceptional service provided by the DC Police Department, particularly [specific officer or unit if applicable], during [specific incident or event].

Your team's professionalism and dedication helped ensure [describe outcome or impact]. It is reassuring to know that we have such committed individuals safeguarding our community.

Thank you once again for your hard work and service.

Sincerely,
[Your Name]