

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Name of Officer/Department]  
[Police Station Name]  
[Police Station Address]  
[City, State, ZIP Code]  
Dear [Officer's Name/Department],  
Subject: [Subject of the Letter]  
I am writing to formally report [briefly describe the incident or issue].  
The event occurred on [date] at [location].  
[Provide a detailed account of the incident, including any relevant  
details such as time, witnesses, and description of suspects or vehicles  
involved.]  
I would appreciate your assistance in this matter. Please let me know if  
you require any further information or documentation from my side.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]