

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Police Chief's Name]
[Police Department Name]
[Department Address]
[City, State, ZIP Code]
Dear Chief [Last Name],
[Introduction: Briefly state the purpose of the letter.]
[Body: Provide details or concerns, and any relevant information.]
[Conclusion: Thank the chief for their attention and express hope for a
response or action.]
Sincerely,
[Your Name]