

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

Dear [Officer's Name or "To Whom It May Concern"],

Subject: Reporting a Crime

I am writing to formally report a crime that occurred on [date] at approximately [time] at [location]. The details of the incident are as follows:

[Provide a detailed account of the crime, including the type of crime, description of the suspect(s), any witnesses, and any evidence you may have.]

I believe it is crucial for the safety of our community that this matter is investigated thoroughly. I am willing to provide any additional information or assistance needed in the investigation of this incident. Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]