

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

The Officer In Charge  
[Police Station Name]  
[Police Station Address]  
[City, State, ZIP Code]

Subject: Complaint Registration

Dear Sir/Madam,

I am writing to formally register a complaint regarding [briefly describe the issue, e.g., theft, harassment, etc.] that occurred on [date of incident] at [location of incident].

Details of the incident are as follows:

- **\*\*Description of the Incident:\*\*** [Provide a detailed account of the event.]
- **\*\*Involved Parties:\*\*** [List any individuals involved, if known.]
- **\*\*Witnesses:\*\*** [Include names and contact information of any witnesses, if applicable.]
- **\*\*Evidence:\*\*** [Mention any evidence you have, such as photos, videos, or documents.]

I kindly request that an investigation be initiated into this matter. I am willing to cooperate fully and provide any additional information necessary.

Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]