

[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 Regarding [Brief Description of the Issue]

Dear Sir/Madam,

I am writing to formally file a complaint regarding [provide a brief description of the issue, e.g., noise disturbance, harassment, theft, etc.].

Details of the Incident:

- Date and Time of Incident: [Insert date and time]
- Location of Incident: [Insert specific location]
- Description of Incident: [Provide a detailed account of what happened]

I request that you investigate this matter thoroughly and take appropriate action. I am available for any follow-up questions or further information you may require.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]