

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

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

Subject: Request for Police Assistance

I hope this letter finds you well. I am writing to formally request assistance from the [Police Department Name] regarding [briefly explain the situation or issue that requires assistance].

[Provide a detailed description of the situation, including any pertinent information such as dates, times, locations, and individuals involved. Explain why police assistance is necessary and how you believe they can help.]

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]