

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

To,

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 lodge a complaint regarding [describe the issue, e.g., theft, assault, etc.]. The incident occurred on [date] at [location].

[Provide a detailed description of the incident, including any relevant information such as time, witnesses, and any actions taken prior to filing the complaint.]

I kindly request that you investigate this matter and take appropriate action. I am willing to provide any further information or assistance needed during the investigation process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]