

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

To,

The Superintendent of Police,
Jharkhand Police Department,
[Address of the Police Station/Office]
[City, State, ZIP Code]

Subject: Grievance Submission

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally register a grievance regarding [briefly describe the issue, e.g., "a delay in the investigation of my complaint regarding theft that occurred on [date]."] Details of the grievance are as follows:

- ****Nature of the complaint:**** [Provide a detailed description of the complaint]
- ****Date and time of occurrence:**** [Specify date and time]
- ****Location of incident:**** [Location where the incident took place]
- ****Reference number (if any):**** [Include any reference number associated with the complaint]
- ****Names of any involved parties:**** [List names, if applicable]

Despite my previous communications with your department, I have not received any substantial updates regarding my case. I request your immediate attention to this matter and prompt action to address my concerns.

I trust in the Jharkhand Police Department's commitment to justice and public service and look forward to your timely response.

Thank you for addressing this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]