

[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: Application for Filing First Information Report (FIR)

Respected Sir/Madam,

I, [Your Name], resident of [Your Address], wish to lodge an FIR regarding [briefly state the incident, e.g., theft, assault, etc.]. The incident occurred on [date] at [location] involving [mention the parties involved, if known].

[Provide a detailed description of the incident, including relevant facts, witnesses, and any other pertinent information that would assist in your case.]

I request that you kindly register my complaint and take the necessary actions in investigating the matter. I am willing to cooperate and provide further information if required.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if submitting a hard copy)]  
[Your Name]