

[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: Grievance Letter

Dear Sir/Madam,

I am writing to formally lodge a grievance regarding [briefly describe the issue, e.g., an incident, behavior of police personnel, etc.]. The details are as follows:

1. **\*\*Date and Time of Incident:\*\*** [Insert date and time]
2. **\*\*Location of Incident:\*\*** [Insert location]
3. **\*\*Description of the Incident:\*\***

[Provide a detailed but concise account of what happened, including relevant facts and the parties involved.]

4. **\*\*Action Taken:\*\***

[Mention if you have already reported the issue or taken any steps to address it.]

5. **\*\*Desired Outcome:\*\***

[State what resolution or action you are seeking from the police department.]

I hope that my grievance will be addressed promptly and appropriately. I look forward to your response and assistance in resolving this matter. Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]