

[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: Incident Report

Dear Sir/Madam,

I am writing to formally report an incident that took place on [Date] at approximately [Time] in [Location].

Description of Incident:

[Provide a detailed description of the incident, including what happened, who was involved, and any relevant details.]

I request that an investigation be conducted regarding this matter and any necessary actions be taken. I am willing to cooperate fully and provide any further information required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation, if applicable]