

[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: Statement of Facts Regarding [Brief Description of the Incident]

Dear Sir/Madam,

I, [Your Name], residing at [Your Address], hereby submit this statement of facts regarding the incident that occurred on [Date of Incident] at [Location of Incident].

1. ****Incident Description****:

On [Date], at approximately [Time], I witnessed [describe the incident in detail, including what happened, who was involved, and any relevant context].

2. ****Involved Parties****:

- [Name of Individual 1] - [Relation to Incident/Role]
- [Name of Individual 2] - [Relation to Incident/Role]
- (Include others as necessary)

3. ****Witnesses****:

- [Name of Witness 1, Contact Information]
- [Name of Witness 2, Contact Information]
- (Include additional witnesses as needed)

4. ****Evidence****:

I have [mention any evidence, such as photographs, videos, or documents that support your statement].

5. ****Conclusion****:

I request the concerned authorities to investigate the matter and take appropriate action.

Thank you for your attention to this matter. Should you need any further information or clarification, please feel free to contact me.

Sincerely,

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