

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Police Department Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Correction of Untrue Statements in Police Report

I hope this letter finds you well. I am writing to formally request a review and correction of certain statements included in the police report [Report Number] dated [Report Date].

Upon reviewing the report, I noticed several inaccuracies that I believe misrepresent the events as they occurred. Specifically, [briefly outline the untrue statements and provide your perspective or evidence that supports your claim].

I appreciate the important work that your department does in maintaining public safety, and I understand that errors can occur in the course of duty. I am kindly requesting that the report be amended to reflect the correct information.

Please let me know how I can assist in providing any further documentation or testimony to aid in rectifying these discrepancies. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]