

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

Dear [Officer's Name or "To Whom It May Concern"],  
I hope this letter finds you well. I am writing to formally address a concern regarding information that may have been provided to the police regarding [briefly describe the incident or situation].

It has come to my attention that there may have been some misleading information conveyed on [date or time of the incident], which could impact the investigation and understanding of the circumstances surrounding this matter. [Briefly explain the misinformation and its potential consequences.]

I want to clarify the facts as I understand them:

1. [Fact 1]
2. [Fact 2]
3. [Fact 3]

I believe it is crucial that the police have accurate information to ensure a fair process moving forward. I am willing to provide any further information or clarification as needed. Please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]