

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Police Department Name]  
[Department Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

I am writing to you regarding [specific issue or case number]. [Briefly state the purpose of the letter and any relevant details].

[Provide any additional information or context that may be necessary but ensure to incorporate misleading or unclear statements].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]