

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

[Police Department Name]
[Police Department Address]
[City, State, Zip Code]
Subject: Misstatement Correction

Dear [Officer's Name/Title],
I hope this letter finds you well. I am writing to formally address a misstatement that was made in my previous communication regarding [briefly describe the incident or topic, e.g., a report filed on a specific date].

Upon reviewing the details, I realized that [explain the misstatement, including the correct information]. This miscommunication may have caused confusion, and I sincerely apologize for any inconvenience it may have caused.

I appreciate your understanding in this matter and kindly ask that you update your records accordingly. If you require any further information or clarification, please do not hesitate to contact me at the number or email provided above.

Thank you for your attention to this matter.

Sincerely,

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