

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

[Station Captain's Name]
[Police Station Name]
[Police Station Address]
[City, State, Zip Code]

Dear [Station Captain's Name],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally file a complaint regarding [specific incident or issue], which occurred on [date] at [location].

[Describe the incident in detail, including any relevant facts, witnesses, and your concerns.]

I believe that [explain why this issue is a concern and what you hope to see done].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]