

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Police Department Name]
[Police Department Address]
[City, State, Zip Code]
Subject: Complaint Regarding [Brief Description of Issue]
Dear [Officer's Name/To Whom It May Concern],
I am writing to formally file a complaint regarding [specific incident or
issue, including date, time, and location].
[Provide a brief, factual description of the incident, including any
relevant details and witnesses.]
I kindly request that this matter be investigated and appropriate action
taken.
Thank you for your attention to this matter.
Sincerely,
[Your Name]