

[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 the Incident]

Dear [Officer's Name or "To Whom It May Concern"],

I am writing to formally lodge a complaint regarding an incident that occurred on [Date of Incident] at [Location of Incident]. The details of the incident are as follows:

1. ****Description of the Incident:****

- Date and Time: [Specify the date and time]
- Location: [Exact location]
- Description: [Detailed account of what happened, including any relevant events leading up to the incident]

2. ****Involved Parties:****

- My Name: [Your Full Name]
- Other Parties Involved: [Names and any identification of other individuals involved, if known]
- Witnesses: [Names and contact information of any witnesses, if applicable]

3. ****Evidence:****

- If applicable, mention any evidence you have, such as photographs, videos, or documents
- Describe any police report numbers if a report was filed

4. ****Impact:****

- Detail how this incident has affected you (emotionally, physically, financially, etc.)

5. ****Desired Action:****

- State what action you would like the police department to take regarding your complaint (investigation, follow-up, etc.)

I would appreciate your prompt attention to this matter and look forward to hearing from you regarding any updates or additional information needed.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]