

[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 Against [Officer's Name/Incident Number]

Dear [Chief of Police/Police Department],

I am writing to formally file a complaint regarding [briefly describe the incident]. This incident occurred on [date] at [location], involving [provide specifics about the officer(s) or incident, e.g., "Officer John Doe"].

[Describe the incident in detail, including what happened, names of any witnesses, and any actions you took. Be factual and objective, avoiding emotional language.]

As a member of the community, I believe it is essential for the police to maintain a standard of professionalism and accountability. I hope that you will investigate this matter thoroughly and take appropriate action. Thank you for your attention to this serious concern. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]