

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

[Police Department Name]
[Police Department Address]
[City, State, Zip Code]

Subject: Formal Complaint

Dear [Police Chief's Name/Officer's Name],

I am writing to formally file a complaint regarding an incident that occurred on [date of incident] at [location of incident].

The details of the incident are as follows:

- Description of the incident
- Involved parties (if applicable)
- Any relevant police report numbers or identifiers

I believe this incident warrants your attention due to [reason for the complaint]. I would appreciate it if you could investigate this matter and take the appropriate actions.

Please let me know if you need any further information or documentation from my side. I look forward to your prompt response regarding this matter.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]