

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

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

Subject: Complaint Regarding [Nature of the Incident]

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

I am writing to formally lodge a complaint regarding [briefly describe the nature of the incident, e.g., harassment, theft, etc.]. The incident occurred on [date] at [location].

I wish to report that [provide a detailed account of the incident, including what happened, who was involved, and any evidence you may have, such as photos or witness names].

I believe that [explain why you feel the police need to take action, if applicable].

I would appreciate it if you could investigate this matter further and take the necessary steps to ensure that [mention what you hope will happen as a result of your complaint].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]