

[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 Reporting Incident

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

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

Details of the Incident:

- Date and Time: [provide specifics]
- Location: [provide specifics]
- Description of Incident: [detailed account of what happened]
- Individuals Involved: [list names if known, describe any witnesses]
- Any relevant evidence: [mention if there are photos, videos, etc.]

I request that this matter be investigated thoroughly, and I am willing to provide any additional information that may be needed.

Thank you for your attention to this serious matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]