

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

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

Subject: Official Complaint

Dear [Police Chief's Name or Appropriate Title],
I am writing to formally lodge a complaint regarding [brief description of the incident, e.g., an incident involving police misconduct, an unresolved crime, etc.].

****Details of the Incident**:**

- Date of incident: [Insert date]
- Time of incident: [Insert time]
- Location of incident: [Insert location]
- Description of incident: [Provide a detailed account of what happened]

****Involved Parties**:**

- Officer(s) involved: [Provide names and badge numbers if known]
- Other individuals involved: [Provide names if relevant]

****Witness Information**:**

[List any witnesses and their contact information]

****Additional Information**:**

[Include any other relevant details, evidence, or documentation, such as photos or reports.]

I request that this complaint be investigated thoroughly. I look forward to your prompt response regarding the actions taken in regard to this matter. You may contact me at the provided phone number or email address for any further information.

Thank you for your attention to this serious issue.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]