

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

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

Subject: Complaint Regarding [Brief Description of Issue]

Dear [Officer's Name or "To Whom It May Concern"],  
I am writing to formally file a complaint regarding [briefly describe the issue or incident, e.g., theft, harassment, etc.]. This incident occurred on [date] at [location].

[Provide a detailed account of what happened, including any relevant names, times, and circumstances surrounding the event.]

I believe this matter requires immediate attention, and I kindly request that an investigation be initiated. I am willing to provide any further information or evidence necessary to assist in this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]  
[Signature (if sending a hard copy)]