

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

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

Subject: Complaint Regarding Incident on [Date of Incident]

Dear Officer [Name],

I am writing to formally lodge 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 Incident:\*\*** [Provide a detailed account of what happened, including any relevant information such as times, witnesses, or specific actions taken.]
- **\*\*Involved Parties:\*\*** [List any individuals or organizations involved in the incident, if applicable.]
- **\*\*Consequences or Impact:\*\*** [Explain how the incident has affected you or others, if relevant.]

I kindly request that this matter be investigated promptly, and I appreciate your attention to this complaint. I am willing to provide any further information or clarification if needed.

Thank you for your time and assistance in this matter.

Sincerely,

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