

[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 Regarding Vandalism Incident

Dear [Officer's Name or Police Department],

I am writing to formally report an incident of vandalism that occurred on [date of incident] at [location of the incident].

Description of Incident:

On [specific date], at approximately [time], I discovered that [detailed description of what happened, including specific damages, objects involved, and any observations about suspects, if applicable].

Impact of Vandalism:

The vandalism has resulted in [explain any financial loss, emotional impact, or community effects as a result of the incident].

Evidence:

I have attached [mention any evidence such as photographs, videos, or witness statements] to support my claim.

Request for Action:

I kindly request that the police investigate this matter and take appropriate action.

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

Sincerely,

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