

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

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

Subject: Formal Complaint Against [Officer's Name/Badge Number or Incident Description]

Dear [Chief of Police/Relevant Authority],

I am writing to formally lodge a complaint regarding an incident involving [Officer's Name/Badge Number or Description of Incident] that occurred on [date of incident] at [location of incident]. The details of the situation are as follows:

[Provide a clear and concise description of the incident, including any relevant details such as time, location, and the actions of the officer involved.]

I believe that the behavior/actions of [Officer's Name] were [describe the nature of the complaint, e.g., unprofessional, abusive, discriminatory, etc.]. [Include any specific details or examples that support your claim.]

I have attached copies of [mention any evidence you are including, such as photographs, videos, witness statements, etc.] to support my complaint.

I respectfully request that your department investigate this matter promptly and thoroughly. I would appreciate a response regarding the outcome of the investigation and any actions taken as a result.

Thank you for your attention to this matter.

Sincerely,

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