

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

[Date]

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

Subject: Complaint Filing

Dear [Officer's Name or "To Whom It May Concern"],

I am writing to formally file 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 the Incident:**** [Briefly describe what happened]
- ****Date and Time:**** [Provide the date and time of the incident]
- ****Involved Parties:**** [List any individuals involved, including witnesses]
- ****Evidence:**** [Mention any evidence you may have, such as photos, videos, or documents]

I believe this matter is serious and requires attention. I kindly ask that you investigate this incident and take appropriate action.

Thank you for your prompt attention to this matter. I am willing to provide any further information if required.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]