

[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 [Brief Description of Issue]
Dear [Officer's Name/Title or "To Whom It May Concern"],
I am writing to file a formal complaint regarding [specific issue or incident] that occurred on [date] at [location].
Details of the Incident:
- **Date and Time:** [Insert date and time]
- **Location:** [Specific location of the incident]
- **Involved Parties:** [Names or descriptions of individuals involved, if known]
- **Witnesses:** [Names and contact information of witnesses, if any]
Description of the Incident:
[Provide a detailed account of what happened, including any relevant facts, actions taken, and the impact on you or others involved.]
Previous Actions Taken:
[Explain any previous communication or actions taken regarding this issue, such as previous complaints, discussions with officers, etc.]
Desired Outcome:
[Clearly state what resolution or action you are seeking from the police department.]
Thank you for your attention to this matter. I hope for a prompt response and resolution.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]