

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

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

Subject: Formal Complaint

Dear [Police Chief's Name or Relevant Officer's Name],
I am writing to formally lodge a complaint regarding an incident that occurred on [date of incident] involving [brief description of the incident or persons involved].

[Provide a detailed account of the incident, including the time, location, and actions of the police or other parties involved. Include any relevant details that support your complaint, such as names of individuals, badge numbers, or previous communications regarding the matter.]

I believe that this incident warrants your attention as it [explain why you believe the actions were inappropriate, illegal, or against departmental policies].

I would appreciate your prompt investigation into this matter and a response regarding the actions that will be taken. Please feel free to contact me if you require any further information to assist in your investigation.

Thank you for your attention to this serious matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]