

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

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

Subject: Complaint Regarding [Brief Description of Incident]

Dear [Police Chief's Name or Officer's Title],

I am writing to formally lodge a complaint regarding an incident that occurred on [Date of Incident] at [Location].

Details of the Incident:

- Date and Time: [Provide specifics]
- Description of the Incident: [Detail what happened, including any relevant circumstances]
- Names of Involved Parties (if known): [List names]
- Witnesses: [List names and contact information if applicable]

I believe the actions of [Officer's Name or Department, if applicable] were [describe any misconduct or inadequate handling of the situation].

I request an investigation into this matter and a response regarding the outcome. Thank you for your attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]