

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

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

Subject: Report of [Type of Crime]

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

I am writing to formally report a crime that occurred on [date of incident] at [specific location].

Details of the incident are as follows:

- ****Type of Crime:**** [e.g., burglary, assault, theft]
- ****Date and Time of Incident:**** [insert date and time]
- ****Location:**** [exact address or description of the location]
- ****Description of Events:**** [provide a detailed account of what happened, including any relevant circumstances, actions taken, and observations]
- ****Involved Parties:**** [names or descriptions of suspects, victims, witnesses, and their contact information if available]
- ****Evidence:**** [list any evidence you may have such as photographs, videos, or physical items related to the crime]

I urge you to take this matter seriously as it has caused [mention any impact, emotional distress, or ongoing threats].

Please do not hesitate to contact me at [your phone number] or [your email address] should you require any further information or clarification regarding this incident.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]