

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

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

Subject: Police Report Submission

Dear [Officer's Name/Department Name],

I am writing to formally report an incident that occurred on [date of incident] at [location of incident]. The details of the incident are as follows:

- **Description of Incident**: [Provide a detailed description of what happened, including any relevant information such as the time the incident occurred, individuals involved, and any witnesses present.]
- **Injuries/Damages**: [Mention any injuries sustained or property damage incurred.]
- **Evidence**: [Indicate any evidence you have, such as photographs, videos, or witness statements.]
- **Contact Information for Witnesses**: [List the names and contact information of any witnesses, if applicable.]

I kindly request that this report be filed and that any necessary investigations be conducted regarding this matter.

Thank you for your attention to this report. I am available for any further information or clarification you may require.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]