

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Report of Suspicious Activity

I am writing to report some suspicious activity that I observed on [date] at [location]. The details are as follows:

1. Description of the activity: [Provide a clear and detailed description of what you observed.]
2. Individuals involved: [Describe any individuals you saw, including physical descriptions or any identifying features.]
3. Time and duration of the activity: [Include specific times if possible.]
4. Any vehicles involved: [Describe any vehicles, including make, model, color, and license plate number if available.]
5. Additional observations: [Mention any other relevant information that could assist in the investigation.]

I believe this activity may be of concern and could potentially impact the safety of the community. I urge you to take appropriate action regarding this matter.

Thank you for your attention to this report. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]