

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

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

Subject: Submission of Evidence

Dear [Officer's Name/Department Name],

I am writing to submit evidence related to [briefly describe the case or incident, e.g., "the incident that occurred on March 5, 2023, at XYZ location"].

Enclosed, please find the following evidence:

1. [Description of evidence item 1]
2. [Description of evidence item 2]
3. [Description of additional items if applicable]

I trust that this evidence will assist in the investigation. Please feel free to contact me at [your phone number/email] if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]