

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Police Authority's Name]
[Police Department Name]
[Department Address]
[City, State, ZIP Code]

Dear [Police Authority's Name],

Subject: [Brief Description of the Subject]

I am writing to formally address [describe the issue or concern].

[Provide details about the situation, including any relevant dates, locations, and individuals involved.]

I kindly request your assistance in [explain what you need from the police, e.g., an investigation, guidance, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]