

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

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

Subject: Narrative Report of Incident

Dear Officer [Officer's Name],

I am writing to provide a narrative report of the incident that occurred on [date of the incident] at approximately [time], at [specific location].

On the aforementioned date, I [describe your actions or observations leading up to the incident]. At that point, I noticed [describe the main event or incident, including key details such as involved individuals, vehicles, or circumstances].

As the situation unfolded, I [detail your reactions or interactions during the incident]. I observed [any additional relevant facts or actions taken by others involved].

Immediately after the incident, I [describe any actions taken post-incident such as contacting authorities, assisting victims, etc.]. I believe it is important to note [any other relevant information or observations].

I can be reached at [your phone number] or [your email] should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]