

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

[Recipient Name]
[Recipient Title]
[Law Enforcement Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Report of Criminal Activity

Dear [Recipient Name],

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

- Description of the crime: [Briefly describe the nature of the crime, e.g., theft, assault, vandalism, etc.]
- Time of the incident: [Time of occurrence]
- Details of the incident: [Provide a detailed account of what happened, including any relevant information about suspects, witnesses, and any other pertinent details.]
- Any evidence or documentation: [Mention any evidence you can provide, such as photos, videos, or witness statements.]

I believe it is important for this matter to be investigated thoroughly, and I would like to assist in any way I can. Please feel free to contact me at the provided phone number or email address for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]