

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Police Department Name]  
[Department Address]  
[City, State, Zip Code]  
Subject: Incident Report - [Brief Description of Incident]  
Dear [Officer's Name/Department],  
I am writing to report an incident that occurred on [date] at [location].  
\*\*Incident Details:\*\*  
- \*\*Date and Time:\*\* [Specific date and time of the incident]  
- \*\*Location:\*\* [Exact location of the incident]  
- \*\*Description of Incident:\*\* [Provide a detailed account of what happened]  
- \*\*Involved Parties:\*\* [Names and contact information of witnesses, if any]  
\*\*Attachments:\*\*  
- [List any attached documents or evidence, if applicable]  
I appreciate your attention to this matter and am willing to provide any further information required.  
Thank you for your assistance.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]