

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

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

Subject: Incident Report - [Brief Description of Incident]

Dear [Officer's Name/Police Department],

I am writing to formally report an incident that occurred on [Date of Incident] at approximately [Time of Incident]. The incident took place at [Location of Incident].

****Incident Details:****

- ****Description of Incident:**** [Provide a detailed description of what happened]

- ****Involved Parties:**** [List names and contact information of involved parties, if known]

- ****Witnesses:**** [List names and contact information of witnesses, if applicable]

- ****Evidence:**** [Mention any evidence you have, such as photographs, videos, or documents]

****Actions Taken:****

- [Describe any immediate actions taken, such as contacting emergency services or securing the scene]

****Request for Follow-up:****

I request that this incident be investigated and any necessary follow-up actions be taken. Please contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]