

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

Queensland Police Department
[Address of the specific police station or department]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Formal Complaint Against [Name/Badge Number of Officer or Department]

I am writing to formally lodge a complaint regarding an incident that occurred on [date of incident] involving [brief description of the incident, including location and any relevant details].

On this occasion, I experienced [describe what happened, including any interactions with police officers involved and your feelings about the incident]. I believe that the conduct displayed by [officer(s) name] was [unprofessional, unjustified, or any other specific concern].

I am requesting a thorough investigation into this matter, as it has caused me [mention any impact on you--emotional, physical, etc.]. I have attached copies of any relevant documentation, including [mention any evidence such as photographs, witness statements, etc.].

I hope for a prompt response and clear actions regarding this complaint. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]