

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

Queensland Police Service

[Station Name]
[Station Address]
[City, State, Postcode]

Subject: Incident Statement

Dear Officer,

I am writing to provide a statement regarding the incident that occurred on [date of incident] at [location of incident].

Details of the Incident:

1. Date and Time: [Insert date and time of the incident]
2. Location: [Insert precise location]
3. Description of the incident: [Provide a detailed explanation of what happened]
4. Involved parties: [List names and contact details of any witnesses or involved individuals]
5. Any actions taken: [Describe any actions you took following the incident, such as contacting authorities or seeking medical assistance]

I affirm that the information provided in this statement is accurate to the best of my knowledge. Should you require further details or clarification, please feel free to contact me at the above-mentioned phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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