

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

[Recipient Name]
Queensland Police Service
[Relevant Police Station Address]
[City, State, Postcode]

Dear [Recipient Name/Officer in Charge],

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [provide a brief overview of the issue, including dates, times, and locations where applicable].

On [specific date], at approximately [time], I encountered [describe the incident in detail, including any interactions with police officers, if applicable]. I believe the actions taken by the police were [explain your concerns regarding the conduct, decisions, or service received, including any relevant laws or policies].

[If you have any evidence, reference documents, or records that support your complaint, mention them here].

I kindly request that this matter be investigated thoroughly and appropriate action be taken. I would appreciate a response indicating the outcome of your investigation and any steps that may be undertaken.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]