

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

Officer in Charge
[Police Station Name]
[Police Station Address]
[City, State, Postcode]

Dear Officer in Charge,

Subject: Incident Report - [Brief Description of Incident]

I am writing to formally report an incident that occurred on [date of incident] at [location of incident].

****Details of the Incident:****

- ****Date and Time:**** [Date and time of incident]
- ****Location:**** [Exact location of the incident]
- ****Parties Involved:****
 - [Your Name, contact information]
 - [Other party name(s), contact information if available]

- ****Description of the Incident:****

[Provide a detailed account of what happened, including any relevant actions taken, witnesses, and any evidence collected.]

****Additional Information:****

- ****Witnesses:****
 - [Name, contact information]
- ****Evidence:****
 - [Description of any evidence like photographs, videos, etc.]

I respectfully request that this report be documented and, if appropriate, that an investigation be conducted. I am available for any further information or clarification required.

Thank you for your attention to this matter.

Sincerely,

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