

[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: Request for Investigation - [Brief Description of the Incident]

I am writing to formally request an investigation regarding [briefly describe the nature of the incident, e.g., theft, assault, etc.]. The incident occurred on [date of incident] at [location of incident].

Details of the incident are as follows:

- ****Date and Time****: [specify date and time]
- ****Location****: [specify precise location]
- ****Involved Parties****: [list any individuals involved, if known]
- ****Description of Events****: [provide a concise account of what happened]
- ****Evidence****: [mention any evidence or witnesses you have, if applicable]

I believe this matter is serious and warrants immediate attention. I am prepared to provide any further information or assist in the investigation as needed.

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

Yours sincerely,

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