

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

Queensland Police Service  
[Police Station Address]  
[City, State, Postcode]

Dear [Recipient's Name or "Officer in Charge"],

Subject: Statement Regarding [Brief Description of Incident]

I am writing to provide a statement regarding an incident that occurred on [date of incident] at [location of incident]. The details of the incident are as follows:

1. **\*\*Description of Incident\*\***:

[Provide a detailed account of what occurred, including times, locations, and any relevant circumstances.]

2. **\*\*Involved Parties\*\***:

[List names, if known, of any other individuals involved, including victims, witnesses, and suspects.]

3. **\*\*Witnesses\*\***:

[If applicable, provide names and contact information for any witnesses.]

4. **\*\*Additional Information\*\***:

[Include any other information that may be pertinent to the investigation, such as injuries sustained, property damage, etc.]

I can be contacted at the details provided above for any further information or clarification needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]