

Complaint Letter to Superintendent of Police

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Superintendent's Name]
[Superintendent of Police]
[Police Department Name]
[Police Department Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding [Describe the Incident]

Dear Superintendent [Superintendent's Last Name],

I trust this letter finds you well. My name is [Your Name], and I am writing to formally lodge a complaint regarding a recent incident that occurred on [Date] at [Location]. I am hopeful that your office will address this matter with the necessary attention and diligence.

[Provide a detailed description of the incident, including the nature of the offense, any witnesses present, and any known or suspected perpetrators. Include relevant details such as license plate numbers, descriptions of individuals involved, or any other pertinent information.]

I believe that the incident described above demands a thorough investigation to ensure justice is served. It is my sincere hope that, under your leadership, the police department will conduct a fair and impartial inquiry into this matter.

Enclosed with this letter are any supporting documents, such as photographs, video footage, or other evidence that may aid in the investigation.

I am prepared to cooperate fully with law enforcement authorities, provide a statement, or assist in any other way necessary to help resolve this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if additional information is required.

I appreciate your prompt attention to this complaint and trust that your office will handle it with the professionalism and integrity that the community expects.

Thank you for your service to our community.

Sincerely,

[Your Name]

[Your Contact Information]