

Formal Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Police Department Name]

[Department Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally address an incident that occurred on [insert date of incident] involving the actions of police officers during [brief description of the event]. The behavior exhibited by the officers was inappropriate and has raised serious concerns regarding their conduct.

Details of the Incident:

- Date and Time: [Insert Date and Time]
- Location: [Insert Location]
- Description of Events: [Provide a brief, factual description of what occurred]

These actions have not only impacted me personally but have also raised issues related to [mention any broader implications, such as community trust or civil rights violations]. I believe it is important for the police department to address these concerns to ensure accountability and maintain public confidence.

I respectfully request that an investigation be conducted into this matter and that appropriate action be taken regarding the officers involved. I also hope to receive a response addressing the steps that will be undertaken in addressing my concerns.

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

Sincerely,

[Your Name]