To,

The SHO,

PS (Name of the police station )

Sub: Registration of FIR.

Sir,

Please register a FIR in the facts narrated below

(Give in specific details the crime including the place of commission of crime, time, date, day and the nature of crime with the details of the mode in which crime was committed, attach all the proof or documents if required)

Name of the person who has committed the crime

Address of the person who has committed the crime

Contact number of the person who has committed crime

Final paragraph:

You are requested to register a FIR in the facts stated above and take criminal action against the person named above and to protect the complainant from the said person.

Thanking you

Yours

Name

Address

Contact Number

Enclosures: