*[Your address]*

Police Conduct Unit

GPO Box 913

Melbourne, VIC 3001

*[Date]*

Dear Sir/Madam

**Complaint about Police Misconduct**

I write to complain about the conduct of Victoria Police.

*[Overview of facts, including:*

* *brief outline of what happened,*
* *where it happened,*
* *what time it happened,*
* *any witnesses,*
* *the names of any police officers involved and or which station they were from)]*

*[Reason for complaint (eg, I was not informed of the reason for my arrest, I was hit, I was capsicum sprayed, I was racially vilified etc)]*

Please note that this complaint is not a full description of the fact and allegations, and the details listed above are ‘to the effect’ only. *[this is so you aren’t held to these exact details later on]*

I request that the complaint be investigated by an officer from PSC that is not associated with the police station the offending officers are from.

Should you have any questions please contact me on *[your telephone number]*.

Yours faithfully,

*[your full name]*