[Date]

Police Area Commander

[Police Station/PAC Address]

Dear Sir/Madam,

**Re: Status of investigation into XXX**

I am writing to request that [Police Station name] provide an update as to the status of the investigation into an alleged XXX reported to [Police Station name/officers] on [date].

The alleged offence took place at approximately [time and date] at [place].

[Provide any further relevant details]

I have contacted [Police Station name] on numerous occasions seeking an update in this matter, but no one has contacted me.

I request that [Police Station name] immediately provide an update regarding the status of the investigation into this alleged offence including if police intend to lay any charges. If no charges are to be laid, then to provide reasons for this decision.

I look forward to hearing from you soon.

Yours sincerely

[Name]