

FIRST LAST
STREET ADDRESS
CITY, STATE ZIP

DATE

Dear MR./MS. LAST NAME,

This letter is to inform you of a driving complaint we received regarding a *YEAR MAKE MODEL COLOR, STATE plate NUMBER*, which the Bureau of Motor Vehicles indicates is registered to you. This letter serves to provide you with details of the reported driving behavior. We do not know who was operating the vehicle when the behavior reported occurred.

The *TOWN* Police Department received a complaint that on *DATE* at approximately *TIME*, the above vehicle was traveling on *STREET/AREA* in *TOWN* when it *DESCRIPTION OF INCIDENT* (eg. *passed too closely, was driven aggressively or erratically, failed to yield, etc*)

Based on the complaint, the operator of the vehicle may have violated Maine traffic law as described in Maine Revised Statutes Title 29-A, Chapter 19.

You are NOT being issued a ticket. You are simply being informed that we received a complaint.

It is important that all users of Maine's roadways operate legally, safely, and courteously. We hope that this note helps you ensure that the vehicle you own is operated in such a manner.

Sincerely,

OFFICER NAME