



ACTION RESEARCH &
RESOURCE CENTRE

How To Write - Complaint Letter for Registration of FIR



Complaint Letter Format

To,

Station House Officer,
<Name of the Police Station>
<Address of the Police Station>
<District, State, Pin Code>

Subject: Registration of FIR regarding <brief description of the incident>

Sir/Madam,

I, <name of the complainant>, am a resident of <name of the village, post office, police station, district, state, pincode>. I am writing to seek registration of an FIR and investigation into a serious incident which took place on <date of incident>, at around <time of the day when the incident took place>, at <place/ address of the incident>.

(When writing the complaint, please keep in mind the following details. Try to take some time and calmly remember what happened. Where you are not sure of exact details you can use words like "about" or "around", or you can also say that "I do not remember very clearly").

- What happened? What were you doing when the incident occurred?
- How many people were involved? Give a specific number, for instance, 2, 3, 4 or 5, of the accused persons.
- Who were the accused persons? If you know their name, father's name, address, please include such details in the letter. If you do not know their name, you can say that "I do not know their names, but can recognize them by face, if they are brought before me".
- Where it is an incident of caste atrocity, remember to include the name of your caste and the caste of the accused persons.
Alternatively, you can simply write that you belong to the scheduled caste/ tribe and the accused belongs to a non-scheduled caste/ tribe community. Without this, sections of the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, will not apply.
- If you know how far the accused lives from your house or from where the incident took place, make a rough estimate and include that information in the complaint too.

Complaint Letter Sample

To,

Station House Officer,
<Name of the Police Station>
<Address of the Police Station>
<District, State, Pin Code>

Subject: Registration of FIR regarding physical assault and caste-based abuse

Sir/Madam,

I, Ramesh Ram, am a resident of Village Nawadih, Post-Khizarsarai, Police Station-Khizarsarai, District-Gaya, Bihar, Pin Code – 823003. I am writing to seek registration of an FIR and investigation into a serious incident that took place on 28/04/2025 at around 5:00 PM at the road near the agricultural fields approximately 500 meters from my house.

At the time, I was returning home from the market when I was stopped by three individuals, namely Sunil Yadav (S/o Mahesh Yadav), Rajesh Yadav (S/o Raghunath Yadav), and one unknown person whom I can recognize by face if produced before me. These individuals are residents of Nawadih village and reside within approximately 1 kilometer from my house.

Sunil Yadav caught me by my shirt collar and began abusing me using casteist slurs, saying "Tum log chammaar ho kar itna bhaav kaise khaate ho?" in a loud voice, in public view. Rajesh Yadav joined in, shouting derogatory language aimed at my caste (Scheduled Caste), and the third person started hitting me with a bamboo stick they had brought with them.

The incident occurred on a public path and was witnessed by at least two villagers—Munna Das and Raju Paswan—who live nearby and can testify to what happened. Due to the beating, I sustained injuries on my back and left arm. I went to Khizarsarai PHC for treatment and received basic medical attention. I am attaching a copy of the prescription and medical bill for your reference.

- If more than one accused person is involved, try to remember what each person was doing, and as far as possible, describe each of their roles in the offence individually. For instance, person x held me by my shoulders, person y started abusing me using caste slurs saying "...", and then person x and z pushed me to the ground and started beating me.
 - Where any accused has abused you using caste slurs, it is not enough to simply say that. Whatever the accused said, mention that in the letter, word for word, as far as possible.
 - If the caste slurs were given in a public place, then specifically mention where it happened, for instance in the market, or on the road outside your house, or any such public place where other people could have overheard the abuses.
- Mention whatever happened to you or your belongings in the incident. If you got hurt somewhere, or something got destroyed, mention exactly what happened. If you went to any hospital/ clinic for treatment, mention that as well. Include copies of any bills/ prescriptions or other documents you may have.
- If the accused used any weapons, for e.g., a stick, a gun, a knife, mention that.
- Did anyone else witness the incident or was present and could see what was happening? If yes, mention how many such witnesses/ people were there and if you know, mention their names and addresses.
- Does the incident have any context? Was there any previous dispute, which you suspect is connected with this? If yes, mention the context/ previous incident in as much detail as possible, including date, time, location, etc.
- If you had gone to the police station previously to register a complaint, and the police refused to register one, or sent you away without doing anything about it, or harassed you, mention all of that with details that you went to the police station on x date, at y time and the police refused to register an FIR saying "...".

This assault appears to have been planned, as I had an earlier dispute with Sunil Yadav over irrigation water access two weeks prior to the incident. At that time, he had threatened me with consequences and made casteist remarks. I had approached the police station on 15/04/2025 to report the verbal threats, but no written complaint was accepted then, and I was asked to settle the matter privately.

Therefore, I urge you to register an FIR under appropriate sections of the Indian Penal Code and the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, and initiate a fair investigation into the matter. I am willing to cooperate fully and provide any further information needed.

Copy to:

- Superintendent of Police, Gaya
- Director General of Police, Bihar
- Inspector General of Police (Weaker Sections), Bihar

Sincerely,

Ramesh Ram

[Signature / Thumb Impression]

Village Nawadih, Post-Khizarsarai,
Police Station-Khizarsarai, District-Gaya,
Bihar – 823003

Mobile: 919234262131

Date: 30/04/2025

Enclosures (photocopies):

- Medical prescription and treatment bill from Khizarsarai PHC
- Aadhar card (for ID proof)

Therefore, I am writing to you to urge you to take the necessary measures to look into the matter and investigate the case. If you need any other information from me, I will be at your service.

Copy to: (send a copy to the following police officials along with the Station House Officer)

- Superintendent of Police/ Senior Superintendent of Police, Patna
- Director General of Police, Bihar
- Inspection General of Police/ Additional Director General of Police (Weaker Section), Bihar

Sincerely,

<Name of the Complainant>
<Signature/ Thumb Impression>
<Complainant's address, post office,
police station, village, district, state,
pincode>
<Email Address/ Mobile Number>
<Date>

If possible, include copies of the following documents along with this complaint:

- Any important document relevant to the matter/ incident
- Any medical check-up report/ bills/ prescriptions
- Any photographs you may have taken
- If you have any video or audio recording on your phone, mention that in the letter
- Any other evidence to prove what you have mentioned in your complaint

Remember

- Keep at least one photocopy of the signed complaint with you.
- Send this complaint through registered post & save the receipt, tracking number.