

HOW TO USE THIS TEMPLATE

1. Complete all fields shown in [RED BRACKETS] with your own details.
2. In Section 3, tick every ground that applies to your situation — delete those that don't.
3. Attach your Unlawful Search Evidence Log and any other supporting documents.
4. Send by recorded post AND email. Keep a copy of everything.
5. The force must respond to a complaint within 28 days. If they do not, escalate to the IOPC.
6. If you are also facing criminal charges arising from the same incident — STOP. Get a solicitor first. Do not send this letter without legal advice.

[Your Full Name]

[Your Address Line 1]

[Address Line 2]

[Town / City]

[Postcode]

[Your Email Address]

[Your Phone Number]

[Date]

Professional Standards Department / Complaints Team

[Police Force Name]

[Force Address / Complaints Email]

Re: Formal Complaint — Unlawful / Irregular Entry to Premises and/or Search — [Date of Incident]
— [Your Address]