

Dear Chief Araiza:

I Commend (Name of Employee; or if you do not know who the employee is, a Chief's Office Employee).

This Employee (with as many details that you can describe.

1. the date and approximate time.
2. the incident,
3. the location, and
4. the employee's actions).

My name is (your Name), and my address is (your Address). My telephone number is (your telephone number).

Thank you.
Sincerely,

(Your Signature)