



**Lori E. Lightfoot**  
Mayor

**Department of Police • City of Chicago**  
3510 S. Michigan Avenue • Chicago, Illinois 60653

**Eddie T. Johnson**  
Superintendent of Police

November X, 2019  
Log #XXXXXXXX

Terry Doe  
12XX W. Castle Street  
Chicago, IL 606XX

Dear Complainant:

The Bureau of Internal Affairs has conducted a preliminary review of your complaint. The below-indicated action was taken in regard to your complaint. The complaint has been assigned for further investigation pursuant to the above-referenced log number. Please reference this log number when seeking information. An investigator will contact you to provide further details.

Any questions or additional information may be directed to the Bureau of Internal Affairs - Administrative Section at (312) 745-6328.

Sincerely,

Deputy Director  
Bureau of Internal Affairs