**Victim’s Right of Review: request for information**

To: [Name and rank of officer]

[Police station]

[Police station address]

From: [Your name]

[Your address]

[Your preferred way of contacting you]

[Date]

Dear [name and rank of officer]

**Victim’s Right of Review: request for information**

**Submitted by:** [Your name]

I write in regard to the below [an incident / incidents] that I reported to the police on [date]:

**Date of incident/incidents:** [date of incident(s)]

**Accused:** [name of perpetrator(s)]

**Crime reference number:** [crime reference number]

I was informed on [date] that the [name of police force] have decided to take no further action against [perpetrator(s)].

I request full reasons for the decision to take no further action. Please inform me which criminal offences were considered and the reasons why the evidence was considered to be insufficient or if it was considered not in the public interest to charge, the reasons for this.

Please also confirm that my allegations were flagged as a disability hate crime and that they were referred to the CPS for early consultation and a charging decision, as I understand is required by the CPS [guidance on disability hate crime](https://www.cps.gov.uk/legal-guidance/disability-hate-crime-and-other-crimes-against-disabled-people-prosecution-guidance).

I refer you to the [Victims Code](https://www.victimsupport.org.uk/help-and-support/your-rights/victims-code) (Part A Section 2, paragraph 2.2) which entitles me to be notified of the reasons for your decision and sufficient information to decide whether I will seek a review of your decision, in accordance with the Victim’s Right of Review Scheme.

When you reply, please tell me what steps you took to investigate my allegations and to gather evidence.

I am entitled to receive this information within 5 working days of your decision not charge and I would be grateful to hear from you without delay.

Yours sincerely