

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To,

The Officer In Charge,
[Police Station Name]
[Police Station Address]
[City, State, Zip Code]

Subject: Application for Character Certificate

Dear Sir/Madam,

I am writing to request a character certificate from your esteemed office. My name is [Your Name], and I am a resident of [Your Address]. I am in need of this certificate for [reason for request, e.g., employment, higher studies, etc.].

I have always maintained a good conduct and have not been involved in any criminal activities. I have been residing in [City/Area] for the past [number] years and am known in the community for my [mention any relevant characteristics, e.g., honesty, integrity].

I kindly request you to issue me a character certificate at your earliest convenience. I am willing to provide any further information or documents needed for your verification.

Thank you for considering my request.

Yours sincerely,

[Your Signature (if submitting a hard copy)]
[Your Name]