

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

The Officer In Charge

[Police Station Name]
[Police Station Address]
[City, State, Zip Code]

Subject: Verification Request

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request verification regarding [specific purpose, e.g., employment, character reference, etc.] for [Name of the individual or organization].

Details of the subject for verification:

- Full Name: [Name]
- Date of Birth: [DOB]
- Address: [Address]
- Other relevant information: [Any additional information, if necessary]

Please let me know if you require further information or documentation to facilitate this request. Thank you for your assistance and cooperation in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]