

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

[Recipient's Name]  
[Authority/Department's Name]  
[Address of Authority/Department]  
[City, State, Zip Code]

Subject: Application for Police Clearance Certificate

Dear [Recipient's Name],

I am writing to formally request a Police Clearance Certificate (PCC) for [state your purpose, e.g., employment, immigration, etc.].

I am a resident of [Your City, State] and my personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- ID/Passport Number: [Your ID/Passport Number]

[Briefly explain why you need the PCC and any relevant details such as previous addresses, etc.]

I have attached all necessary documents required for this application, including:

1. Copy of my [ID/Passport]
2. [Any additional documents, e.g., proof of residence, application form, etc.]

I kindly request you to process my application at your earliest convenience. If you require any further information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]