

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

[Recipient's Name]  
[Recipient's Title]  
[Department/Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Police Clearance Certificate

I hope this letter finds you well. I am writing to formally request a Police Clearance Certificate (PCC) for [state the purpose, e.g., employment, immigration, etc.].

I am [Your Full Name], a resident of [Your Address]. My identification details are as follows:

- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Identity/Passport Number: [Your ID or Passport Number]

I kindly request that you process my application for the PCC at your earliest convenience, as it is required for [mention any deadlines or urgent requirements]. I have attached all necessary documents required for this application, including [list any attached documents, such as a copy of ID, application form, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]