

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

The Officer In Charge

[Relevant Authority/Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Police Clearance Certificate (PCC)

Dear Sir/Madam,

I am writing to formally request the issuance of a Police Clearance Certificate (PCC) for [specific purpose, e.g., employment, visa application, etc.].

I am [Your Name], holding [Your Identification Number, if applicable]. I have been a resident of [City/Area] and require the PCC for [mention the reason in detail].

Please find attached the necessary documents for your reference:

1. [List of documents, e.g., copy of identification proof, residence proof, application form, etc.]
2. [Additional documents, if any]

I would greatly appreciate your assistance in processing my request at your earliest convenience.

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

Sincerely,

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