

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

The [Designation]
[Department Name]
[Organization Name]
[Office Address]

[City, State, Zip Code]

Subject: Application for Police Clearance Certificate

Dear [Recipient's Name],

I am writing to request a Police Clearance Certificate (PCC) for [state your purpose, e.g., job application, visa application, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [DD/MM/YYYY]
- Nationality: [Your Nationality]
- Residential Address: [Your Current Address]
- Passport Number: [If applicable]

I have never been involved in any criminal activities and require the PCC to [mention the specific reason]. I have attached the necessary documents, including [list the documents, e.g., identity proof, address proof, application form, etc.].

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]