

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

The Officer In Charge

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

Subject: Request for Renewal of Police Clearance Certificate

Dear Sir/Madam,

I am writing to request the renewal of my Police Clearance Certificate (PCC) originally issued on [Original Issue Date] with certificate number [Certificate Number]. I require the renewed PCC for [mention purpose, e.g., employment, immigration, etc.].

I have attached the necessary documents for your reference:

1. Copy of the original PCC
2. Government-issued ID proof
3. Application form (if applicable)
4. [Any other relevant documents]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

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