

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

The Officer In Charge

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

Subject: Request for Police Clearance Certificate

Dear Sir/Madam,

I am writing to formally request the issuance of a Police Clearance Certificate (PCC) for [state the purpose, e.g., employment, visa application, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- National Identification Number: [Your ID Number, if applicable]
- Address: [Your Current Address]

I have completed all necessary requirements and am attaching the required documents for your reference. Kindly let me know if any additional information is needed.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]