

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

To

The [Authority's Designation]
[Department Name]
[Office/Organization Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Processing of Police Clearance Certificate

Dear [Authority's Name],

I am writing to formally request the processing of my Police Clearance Certificate (PCC).

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Current Address: [Your Current Address]
- Identification Number: [Your ID/Passport Number]

Purpose of Request:

[Briefly explain the reason for the PCC, e.g., employment, immigration, etc.]

I have attached the necessary documents including [list documents such as identification proof, application form, fee payment receipt, etc.] to facilitate the processing of my application.

I would appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

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