

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

[Recipient's Name]
[designation]
[Department Name]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding PCC Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of my application for a Police Clearance Certificate (PCC) submitted on [submission date].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Reference Number: [Your Application Number]

I would appreciate your assistance in providing me with an update regarding my application status, as it is important for [reason for needing the PCC].

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

Sincerely,
[Your Name]