

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

[Recipient Name]
[Recipient Title]
[Organization/Department Name]
[Organization Address]
[City, State, Zip Code]

Subject: Application for Police Clearance Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a Police Clearance Certificate (PCC) for [state the purpose, e.g., employment, visa application, etc.].

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [DD/MM/YYYY]
- Place of Birth: [Your Place of Birth]
- Current Address: [Your Current Address]
- Identification Document Number: [e.g., Passport Number, National ID Number]

I have attached the necessary documents to support my application, including:

1. A copy of my [Identification Document]
2. Proof of residence
3. [Any other documents required]

I kindly request that you process my application at your earliest convenience, as I require the certificate for [mention the urgency or timeline if applicable].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]