

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Issuance of PCC Certificate

Dear [Recipient's Name],

We are pleased to inform you that your application for the Police Clearance Certificate (PCC) has been successfully processed.

Please find the details of the issued PCC certificate below:

- ****Certificate Number:**** [XXXXXX]
- ****Issued Date:**** [DD/MM/YYYY]
- ****Validity Period:**** [From Date] to [To Date]
- ****Issued By:**** [Relevant Authority/Department]

You may use this certificate for your intended purposes, including [briefly mention reasons, e.g., visa application, employment, etc.].

If you have any further inquiries or require additional assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]