

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

[Recipient's Name]
[Recipient's Designation]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Police Clearance Certificate

Dear [Recipient's Name],

I am writing to request a Police Clearance Certificate (PCC) for the purpose of [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]
- Nationality: [Your Nationality]
- Address: [Your Current Address]
- Identification Number: [Your ID Number, if applicable]

I would appreciate your assistance in processing this request at your earliest convenience. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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