

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

[Embassy Name]
[Embassy Address]
[City, State, Zip Code]

Subject: Request for Police Clearance Certificate

Dear Sir/Madam,

I am writing to request the issuance of a Police Clearance Certificate (PCC) for [reason for the request, e.g., employment, immigration, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Current Address: [Your Current Address]

I kindly request you to provide information on the required documents and any applicable fees. I have attached [list any documents you are including, e.g., copies of identification, application forms, etc.] for your reference.

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]