

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

[Recipient's Name]
[Recipient's Title]
[Department or Organization Name]
[Address]
[City, State, Zip Code]

Subject: Verification of PCC Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the verification of my Police Clearance Certificate (PCC) issued on [Date of Issue] with the certificate number [Certificate Number].

The details of the PCC are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Issuing Authority: [Issuing Authority Name]

This verification is required for [mention purpose, e.g., employment, travel, etc.]. I would appreciate it if you could confirm the authenticity of the certificate at your earliest convenience.

Thank you for your assistance in this matter. If you need any further information or documentation, please do not hesitate to contact me.

Sincerely,

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