

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Designation]  
[Department/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

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

I am [brief introduction about yourself, including relevant details such as nationality, date of birth, and identification number]. I have been residing at [current address] and my previous addresses are [list previous addresses if applicable].

To facilitate the processing of my application, I have attached the following documents:

1. [List any required documents, e.g., copy of ID, application form, etc.]
2. [List additional documents if necessary]

I kindly request your assistance in expediting this process as it is crucial for my [mention the specific reason]. If you need any more information or further documentation, please do not hesitate to contact me at [your phone number or email address].

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

Sincerely,  
[Your Name]