

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

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

Dear [Recipient's Name],

Subject: Request for Police Clearance Certificate

I am writing to formally request a Police Clearance Certificate (PCC) for [state purpose, e.g., employment, visa application, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Permanent Address]
- Identification Number: [Your ID Number]

I have attached the necessary documents to support my request, including [list documents such as identification proof, application forms, etc.]. I kindly ask for your assistance in expediting this process, as it is time-sensitive.

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]