

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

[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Police Clearance Certificate

Dear [Recipient Name],

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

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Identification Number: [Your ID Number, if applicable]

I have attached the necessary documents for your reference, including [list any enclosed documents, such as a copy of your ID, application form, proof of residence, etc.].

Please let me know if you require any additional information. I appreciate your assistance in processing my request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]