

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

To,

The Officer In Charge,  
[Police Station Name]  
[Police Station Address]  
[City, State, Zip Code]

Subject: Request for Police Verification

Dear Sir/Madam,

I am writing to formally request a police verification for [state the purpose, e.g., employment, passport application, rental agreement, etc.].

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Number: [e.g., Aadhar Number, Passport Number, etc.]

I would appreciate it if you could initiate the verification process at your earliest convenience. I have enclosed the necessary documents for your review, including:

1. [List of documents, e.g., a copy of ID proof, application form, etc.]
2. [Additional documents if any]

Should you require any further information or documentation from my side, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

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]