

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

[Police Department Name]  
[Police Department Address]  
[City, State, Zip Code]

Subject: Request for Police Verification

Dear Sir/Madam,

I am writing to request police verification for [specific 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 Current Address]

Identification Number: [Your ID Number, if applicable]

I kindly ask you to process this request at your earliest convenience.

Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]