

[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 [Officer's Name/Officer in Charge],

I am writing to formally request a police verification for [State the purpose, e.g., employment, visa application, etc.].

Details of the applicant:

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

I kindly request that you provide the necessary verification at your earliest convenience. Attached are the required documents to facilitate the process:

1. Copy of [Identification Document]
2. [Any Additional Documents, if required]

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature, if sending by mail]