

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

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

Subject: Employment Police Verification Request

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request a police verification for my employment with [Company/Organization Name] as [Your Job Title], effective from [Start Date]. As part of the onboarding process, I understand that a police verification is required, and I would like to ensure that all necessary steps are completed promptly.

Please find enclosed the requisite documents for the verification process:

1. Copy of my identification proof
2. Copy of my address proof
3. Any other necessary documents

I appreciate your assistance in this matter and am happy to provide any further information you may require. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if needed.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Job Title]