

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

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

Subject: Request for Personal Police Verification

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request a personal police verification for [mention the 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]
- ID Proof: [Mention the ID Proof, e.g., Aadhar Card, Passport No.]

I kindly request you to initiate the necessary process for my police verification at your earliest convenience. I am willing to visit the station for any further documentation or formalities that may be required.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]