

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Police Clearance Verification

Dear [Recipient's Name],

This letter is to formally verify the police clearance obtained by [Applicant's Name], [Applicant's Address], for the purpose of [specific purpose, e.g., employment, immigration, etc.]. The clearance was issued by [Police Department Name] on [Date of Issuance] and is valid until [Expiration Date, if applicable].

The details of the police clearance are as follows:

- Full Name of Applicant: [Applicant's Full Name]
- Date of Birth: [Applicant's Date of Birth]
- National Identification Number (if applicable): [ID Number]
- Request Reference Number: [Reference Number]

We confirm that a thorough background check has been completed and there are no criminal records associated with the applicant as of the date specified.

If you require any further information or verification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]