

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

To,

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

Subject: Application for Police Verification

Dear Sir/Madam,

I am writing to request police verification for [state your purpose, e.g., employment, passport application, etc.].

I am [briefly introduce yourself, including your full name, date of birth, and any relevant identification number, if applicable].

I kindly request you to process my application as soon as possible.

Please find attached the necessary documents to facilitate this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]