

[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 Sir/Madam,

I am writing to request a police verification letter for [purpose of verification - e.g., employment, visa application, etc.].

Personal Details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Proof: [Type of ID and ID Number]

I kindly request that you conduct a verification process based on my details. Please let me know if you require any further information or documents.

Thank you for your assistance.

Sincerely,

[Your Name]