

[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 Police Verification

Dear Sir/Madam,

I am writing to request a police verification for [purpose of verification, e.g., job application, tenant verification, etc.].

Details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Proof: [Type of ID, e.g., Aadhar, Passport, etc., along with ID number]
- Duration of Stay: [Length of Stay at Current Address]

I kindly request you to initiate the verification process at your earliest convenience. Should you need any further information or documents, please feel free to contact me.

Thank you for your assistance.

Sincerely,

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