

[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: Request for Police Verification

Dear Sir/Madam,

I, [Your Name], son/daughter of [Parent's Name], residing at [Your Address], am writing to request police verification for the purpose of [mention purpose, e.g., employment, visa application, etc.].

I have applied for [mention the specific position or reason] and the concerned authorities have requested a police verification letter as part of the documentation process.

Please find below my personal details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Identification Number (Aadhaar/PAN): [Your ID Number]
- Address: [Your Address]
- Contact Number: [Your Phone Number]

I kindly request you to process my application at your earliest convenience. Enclosed are copies of my identification documents for your reference.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]