

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

[Recipient's Name]  
[Recipient's Title]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Good Conduct Certificate

I am writing to formally request a Good Conduct Certificate. I am in need of this certificate for [state the purpose, e.g., applying for a new job, visa application, etc.].

I confirm that I have [state your history or relevant background, e.g., been a resident of this area for X years, have no criminal record, etc.]. Please find the necessary documents attached:

- [List any documents you are attaching, e.g., identification proof, application form, etc.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]