

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

[Recipient's Name]  
[Recipient's Title]  
[Police Department Name]  
[Department Address]  
[City, State, ZIP Code]

Subject: Application for Police Clearance Certificate

Dear [Recipient's Name],

I am writing to formally request a police clearance certificate. My name is [Your Full Name], and I am a resident of [Your City/Neighborhood]. I require this certificate for [state the purpose, e.g., employment, immigration, etc.].

I have attached the necessary identification documents and any required forms to expedite the processing of my request.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Any Additional Information, if necessary]