

[Your Government Department/Agency Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Police Clearance Certificate

Dear [Recipient Name],

I am writing to formally request a Police Clearance Certificate for [Full Name of Individual], who resides at [Individual's Address]. This request is being made for the purpose of [state the reason for the clearance, e.g., employment, visa application, etc.].

Please find attached the necessary documents to facilitate this request, including [list any attached documents, e.g., identification, application form, etc.].

Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department/Agency Name]

[Your Contact Information]

[Your Signature (if sending a hard copy)]