

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

[Recipient's Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Request for Police Clearance Certificate

Dear [Recipient's Name],

I am writing to formally request a Police Clearance Certificate (PCC) for [briefly state the purpose, e.g., employment, immigration, etc.].

I am a resident of [Your City/State], and my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Address: [Your Current Address]
- [Any other required identification information]

Please find attached copies of my identification documents for your verification.

I would appreciate your prompt assistance in processing my request. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]