

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

The Officer In Charge
[Police Department Name]
[Department Address]
[City, State, ZIP Code]

Subject: Application for Police Clearance Certificate

Dear Sir/Madam,

I am writing to request a Police Clearance Certificate for [state the purpose, e.g., employment, visa application, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Address: [Your Current Address]
- Identification Number: [Your ID/Passport Number]

I have no criminal records and am in need of this certificate for [briefly explain the reason]. I am willing to comply with any necessary procedures and provide required documentation.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]