

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Police Clearance Certificate (PCC)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a Police Clearance Certificate (PCC) for [state the purpose, e.g., visa application, employment, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Address during the required period: [Your Address]
- ID Proof/Passport Number: [Your ID/Passport Number]

I have attached copies of my identification documents and any additional information required to process my request.

I would appreciate your prompt assistance in this matter and look forward to your positive response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]