

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Application for Police Clearance Certificate (PCC)

Dear [Recipient's Name],

I am writing to formally request a Police Clearance Certificate (PCC) for [state your purpose, e.g., employment, visa application, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Address: [Your Current Address]

Enclosed with this letter are the necessary documents for your review, including:

1. A copy of my [identity proof, e.g., passport, driver's license, etc.]
2. [Any other supporting documents required]

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

Thank you for your attention to this request.

Sincerely,

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