

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

To,

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

Subject: Application for Police Clearance Certificate

Dear Sir/Madam,

I am writing to request a Police Clearance Certificate (PCC) for [specific purpose, e.g., visa application, employment, etc.]. I am a resident of [Your Address] and my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Identity Proof Enclosed: [Details of ID proof, e.g., Aadhar card, Passport]
- Address Proof Enclosed: [Details of address proof, if applicable]

I kindly request you to process my application at your earliest convenience. I am willing to comply with all necessary formalities, including the payment of any applicable fees.

Thank you for your attention to this matter.

Sincerely,

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