

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Verification of Police Clearance Certificate

I hope this letter finds you well.

I am writing to request the verification of my Police Clearance Certificate (PCC) issued on [date of issuance] with the reference number [PCC reference number]. As part of my application for [specific purpose, e.g., visa application, employment, etc.], I need to ensure that the document is authenticated by your esteemed office.

Please find attached a copy of the PCC for your reference. Additionally, I would be grateful if you could confirm the validity of this certificate at your earliest convenience.

Should you require any further information or documentation to assist with this verification, please do not hesitate to contact me at the provided email or phone number.

Thank you for your cooperation and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation/Occupation, if applicable]