

[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: Urgent Request for Police Clearance Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an urgent issuance of my Police Clearance Certificate (PCC) due to [briefly explain reason, e.g., an upcoming job opportunity, travel plans, etc.].

I have attached all necessary documents, including [list documents, e.g., application form, identification proof, etc.], to facilitate the processing of my request.

I would greatly appreciate your prompt attention to this matter, as the timeline for my [job/travel/etc.] is approaching quickly.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]