

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

Dear [Recipient's Name],

Subject: Request for Police Clearance Certificate (PCC)

I am writing to formally request a Police Clearance Certificate (PCC) for [specific purpose, e.g., employment, immigration, travel, etc.]. My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Number: [Your ID Number or other relevant identification]

I have attached all necessary documents, including [list the documents, e.g., identity proof, address proof, application form, etc.], to facilitate the process.

Please let me know if any further information is 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 sending a hard copy)]
[Your Name]