

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

To,

The Officer In Charge,  
[Police Station/Passport Seva Kendra]  
[Address]  
[City, State, Zip Code]

Subject: Application for Police Clearance Certificate (PCC)

Dear Sir/Madam,

I, [Your Full Name], son/daughter of [Parent's Name], residing at [Your Address], hereby request the issuance of a Police Clearance Certificate (PCC) for the purpose of [mention the reason, e.g., employment, immigration, etc.].

I was born on [Date of Birth] in [Place of Birth] and hold [mention your identification type, e.g., Passport No., Aadhar No.]. I am currently a citizen of India and can provide any necessary documents to support my identity and purpose of request.

Attached herewith are copies of the following documents:

1. [Document 1 (e.g., Passport)]
2. [Document 2 (e.g., Aadhar card)]
3. [Any other relevant document]

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Name]