

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

[Police Department Name or Relevant Authority]
[Address of the Police Department]
[City, State, ZIP Code]

Subject: Request for Police Clearance Certificate

Dear Sir/Madam,

I am writing to request a Police Clearance Certificate (PCC) for myself, [Your Full Name], a resident of [Your Address]. I require this certificate for [mention the purpose, e.g., employment, immigration, etc.].

Here are my personal details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Address: [Your Current Address]
- Identification Number: [Your Government ID/Passport Number]

Please find attached the necessary documents to process my request, including:

1. A copy of my identification proof (e.g., passport, ID card).
2. Proof of residence (e.g., utility bill, bank statement).
3. [Any other documents if required].

I kindly request you to process my application at the earliest and inform me of any additional requirements or associated fees.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]