

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request a Police Clearance Certificate. I need this certificate for [insert purpose, e.g., employment, immigration, etc.].

Please find attached the necessary documents required for the application, including [list documents, e.g., a copy of my identification, proof of address, etc.].

I would appreciate your assistance in processing this request at your earliest convenience. If you require any further information, please do not hesitate to contact me via phone or email.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]