

[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]

Dear [Recipient's Name],

I am writing to formally request a Police Clearance Certificate (PCC) as part of my [reason for requiring PCC, e.g., visa application, employment, etc.].

I have attached all necessary documents as per the requirements and would appreciate your assistance in processing my application at your earliest convenience.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]