

[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]

Subject: Request for Police Clearance Certificate

Dear [Recipient's Name],

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

My details are as follows:

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

I have attached the necessary documents, including [list any required documents such as a copy of your ID, application form, etc.].

I kindly request that you process my application at your earliest convenience. Please let me know if any further information or documentation is required.

Thank you for your attention to this matter.

Sincerely,

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