

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

[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]  
[City, State, ZIP Code]

Subject: Request for Police Clearance Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a Police Clearance Certificate (PCC) for [state the purpose, e.g., employment, travel, visa application, etc.].

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Address: [Your Current Address]

I have resided at this address since [date]. Please find attached the necessary documents to support my request, including [list documents, e.g., copy of passport, ID, application form, etc.].

I would appreciate your prompt attention to this matter. If you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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