

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

To

The Officer In-Charge
Jharkhand Police Department
[Police Station Name]
[Police Station Address]
[City, State, Zip Code]

Subject: Application for Character Certificate

Dear Sir/Madam,

I, [Your Name], son/daughter of [Parent's Name], residing at [Your Address], am writing to request the issuance of a Character Certificate. I am applying for [state the purpose, e.g., employment, higher studies, etc.], and the concerned authorities have requested a character verification.

I assure you that I have no criminal record, and I have been a law-abiding citizen in my tenure in [mention any relevant community, school, or organization]. I kindly request you to process my application at your earliest convenience.

Enclosed are copies of my identity proof and any other necessary documents for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]