

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

To,

The Officer In Charge,

[Police Station Name]

[Station Address]

[City, State, ZIP Code]

Subject: Request for Police Verification

Dear Sir/Madam,

I am writing to request a police verification for [mention the purpose, e.g., job application, passport application, etc.].

Details of the applicant:

- Name: [Your Full Name]
- Father's Name: [Father's Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Permanent Address]
- Identification Document: [Type of ID Document, e.g., Aadhar Number, Passport Number]

I am a resident of [Your Address] and have been living here since [Duration of Residence]. I have no criminal record, and I wish to acquire the verification at your earliest convenience.

Enclosed are the necessary documents:

1. [List of documents, e.g., Copy of ID Proof]
2. [Copy of Address Proof]
3. [Any other relevant document]

I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]