

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

To,

The Officer In Charge,

[Police Station Name]

[Address of Police Station]

[City, State, Zip Code]

Subject: Application for Character Certificate

Respected Sir/Madam,

I, [Your Name], son/daughter of [Father's Name], aged [Your Age], residing at [Your Address], am writing to request a Character Certificate for [purpose - e.g., applying for a job, educational purposes, etc.].

I have been a resident of [City/Locality] in Jharkhand and have maintained a clean and respectable record in the community. I kindly request you to provide me with a Character Certificate at your earliest convenience.

I am attaching necessary documents including [List any documents you are attaching, such as identity proof, address proof, any reference letters, etc.].

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]