

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

To,

The Officer In-Charge,
[Police Station Name]
[Police Station Address]
[City, State, PIN Code]

Subject: Application for Police Clearance Certificate

Dear Sir/Madam,

I am writing to formally request a Police Clearance Certificate. My details are as follows:

1. Full Name: [Your Full Name]
2. Father's Name: [Your Father's Name]
3. Date of Birth: [Your DOB]
4. Address: [Your Current Address]
5. Nationality: [Your Nationality]
6. Purpose of Clearance: [Purpose, e.g., employment, visa application, etc.]

I kindly request you to process my application at your earliest convenience. I have attached the necessary documents required for this application, including proof of identity and address.

Thank you for your assistance in this matter.

Yours sincerely,

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