

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

The Officer In Charge

Jharkhand Police

[Police Station Address]

[City, State, Zip Code]

Subject: Verification Request

Dear Sir/Madam,

I am writing to request verification pertaining to [specific purpose, e.g., personal background check, character verification, etc.]. The details are as follows:

1. ****Name:**** [Full Name]
2. ****Date of Birth:**** [DD/MM/YYYY]
3. ****Known Addresses:**** [List of addresses, if applicable]
4. ****Identification Documents:**** [Type of ID provided, e.g., Aadhar, PAN, etc.]

The verification is required for [mention the reason, e.g., employment, visa application, etc.], and I would appreciate your prompt assistance in this matter.

Please let me know if you need any further information or documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]

[Enclosures: List of documents, if any]