

[Your Agency's Letterhead]

[Your Agency's Name]

[Your Agency's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Government Authority/Institution Name]

[Address]

[City, State, Zip Code]

Subject: Request for Processing of Police Clearance Certificate

Dear [Recipient's Name],

We are writing to formally request the processing of a Police Clearance Certificate (PCC) for our client, [Client's Full Name], who resides at [Client's Address].

Details of the client are as follows:

- Full Name: [Client's Full Name]
- Date of Birth: [Client's Date of Birth]
- Nationality: [Client's Nationality]
- Passport Number: [Client's Passport Number]

The PCC is required for [specific purpose, e.g., visa application, employment, etc.].

Attached are the following documents for your reference:

1. Completed PCC application form
2. Copy of the client's identification
3. [Any other relevant documents]

We appreciate your assistance in expediting this process, as it is crucial for our client's needs. Please feel free to contact us should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Agency's Name]