

[Your Agency's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Application for Police Clearance Certificate (PCC)

Dear [Recipient's Name],

We, [Your Agency's Name], are writing to formally request the issuance of a Police Clearance Certificate (PCC) for our client, [Client's Full Name], who is in need of this document for [reason - e.g., employment, immigration, etc.].

Details of the Client:

- Full Name: [Client's Full Name]
- Date of Birth: [Client's Date of Birth]
- National ID/Passport Number: [Client's ID/Passport Number]
- Current Address: [Client's Address]

We kindly request your assistance in expediting this process. Attached herewith are all the necessary documents, including:

1. Copy of Client's Identification
2. Application Form for PCC
3. [Any other supporting documents]

Please feel free to reach out to us for any further information or clarification required. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Designation]

[Your Agency's Name]

[Your Contact Information]

[Your Email Address]