

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

To,  
[Recipient Name]  
[Recipient Position]  
[Agency/Department Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding Police Clearance Certificate (PCC)

Dear [Recipient Name],

I hope this letter finds you well. We are writing to inquire about the status and process of obtaining a Police Clearance Certificate (PCC) for [Name of the Individual/Client] who has requested our assistance.

Details of the individual are as follows:

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

We would appreciate if you could provide us with information regarding:

1. The required documents and fees for the PCC application.
2. The expected processing time for the issuance of the PCC.
3. Any additional steps that may be necessary in this process.

Your assistance in this matter is greatly appreciated and will help us serve our client more efficiently. If you require any more information or clarification, please do not hesitate to contact us at the above-mentioned phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Agency Name]