

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

[Recipient's Name]
[Recipient's Designation]
[Issuing Authority Name]
[Issuing Authority Address]
[City, State, Zip Code]

Subject: Request for Issuance of Police Clearance Certificate (PCC)

Dear [Recipient's Name],

We hereby request the issuance of a Police Clearance Certificate (PCC) for our client, [Client's Full Name], who is seeking this document for [specific purpose, e.g., visa application].

Details of the client are as follows:

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

We confirm that [Client's Full Name] has authorized our agency to act on their behalf. Enclosed are copies of the necessary identification and authorization documents.

We appreciate your prompt assistance in this matter.

Thank you.

Sincerely,

[Your Name]
[Your Designation]
[Your Agency Name]

[Attachments: ID proof, authorization letter, any other relevant documents]