

[Your Agency Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Police Clearance Certificate (PCC)

We, [Your Agency Name], represent [Client's Name] in accordance with the authorization provided to us. This letter serves to formally request the issuance of a Police Clearance Certificate (PCC) for our client for the purpose of [specify purpose, e.g., employment, visa application].

Client Details:

- Full Name: [Client's Full Name]
- Date of Birth: [Client's Date of Birth]
- Address: [Client's Address]
- Identification Number (if applicable): [ID Number]

Attached to this letter, you will find the following documents to assist with this request:

1. Copy of the client's identification
2. Authorization letter from the client
3. Any other required documents

We appreciate your assistance in this matter and look forward to your prompt response. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Contact Information]

[Your Email Address]

[Enclosures: List documents enclosed]