

[Your Agency's Letterhead]

[Date]

[Police Department's Address]

[City, State, ZIP Code]

Subject: Request for Police Clearance Certificate

To Whom It May Concern,

We, [Your Agency Name], are writing to formally request a Police Clearance Certificate for [Full Name of Individual], born on [Date of Birth], residing at [Address of Individual].

This request is made in accordance with [reason for the clearance, e.g., employment, visa application, etc.]. We kindly ask for your assistance in processing this application promptly.

Please find attached the necessary documents including [list of any documents you are including, such as a copy of the individual's ID, application form, etc.].

Should you require any further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]

[Your Phone Number]

[Your Email Address]