

[Your Agency Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Application for Police Clearance Certificate (PCC)

Dear [Recipient Name],

We, [Agency Name], are writing to assist [Applicant's Full Name] with their application for a Police Clearance Certificate (PCC).

Applicant Details:

- Full Name: [Applicant's Full Name]
- Date of Birth: [Applicant's Date of Birth]
- Address: [Applicant's Address]
- Identification Document: [Type and Number of ID]

We confirm that [Applicant's Full Name] is currently associated with our agency as [Applicant's Designation/Role].

Please find enclosed the required documents for the PCC application, including:

1. Application Form
2. Identification Document Copy
3. [Any other relevant documents]

Should you require any further information, please feel free to contact us at [Agency Phone Number] or [Agency Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Agency Phone Number]

[Agency Email Address]