

[Your Agency's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Specifications for PCC Documentation

Dear [Recipient Name],

We hereby provide the specifications required for the processing of the Police Clearance Certificate (PCC) documentation. Please ensure that the following requirements are met:

1. **\*\*Personal Information\*\***

- Full Name: [First Name, Middle Name, Last Name]
- Date of Birth: [DD/MM/YYYY]
- Nationality: [Your Nationality]

2. **\*\*Identification Documents\*\***

- Valid Photo ID (e.g., Passport, National ID)
- Proof of Residence (e.g., Utility Bill, Lease Agreement)

3. **\*\*Application Form\*\***

- Complete and sign the applicable PCC application form.

4. **\*\*Photographs\*\***

- [Number] Passport-sized photographs (specifications: [dimensions, background color, etc.] )

5. **\*\*Additional Documentation\*\***

- [Specify any additional documents required]

6. **\*\*Payment\*\***

- [Amount] in [Specify Payment Method]

Please confirm receipt of this letter and ensure all documentation is submitted to avoid any delays in processing your PCC request.

Should you have any questions, feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]

[Your Agency Contact Information]