

[Your Agency's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Subject: Request for PCC Verification

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to request your assistance in verifying the Police Clearance Certificate (PCC) for [Applicant's Name], who has applied for [specify purpose, e.g., employment, immigration, etc.].

Details of the applicant are as follows:

- Name: [Applicant's Name]
- Date of Birth: [Applicant's DOB]
- National ID/Passport Number: [Applicant's ID/Passport Number]
- Issuance Date of PCC: [Issuance Date]
- Reference Number (if applicable): [Reference Number]

We kindly ask you to confirm the authenticity of the PCC, including the details of the issuing authority and whether it is valid and up to date. Please find attached copies of relevant documents for your reference. Should you require any further information, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Agency's Name]

[Your Agency's Address]

[Your Phone Number]

[Your Email Address]