

[Your Agency's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Address]

[City, State, Zip Code]

Subject: Application for Police Clearance Certificate (PCC)

Dear [Recipient's Name],

We, [Your Agency's Name], are writing to request the issuance of a Police Clearance Certificate (PCC) for [Applicant's Full Name], who is a [Relationship to Applicant, e.g., client, employee] of our organization.

Applicant Details:

- Full Name: [First Name Last Name]
- Date of Birth: [DD/MM/YYYY]
- Nationality: [Nationality]
- Address: [Applicant's Current Address]
- Purpose of PCC: [Brief Description of Purpose]

We kindly ask for your assistance in processing this application at your earliest convenience. Please find attached the necessary documents required for this request, including:

1. Copy of Applicant's ID/Passport
2. Completed PCC application form
3. [Any other supporting documents]

Should you have any questions or require additional information, please feel free 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's Name]

[Your Agency's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]