

[Your Agency Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Request for Police Clearance Certificate (PCC)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the issuance of a Police Clearance Certificate (PCC) for [Applicant's Full Name], who resides at [Applicant's Address] and is seeking this document for [specific purpose, e.g., employment, visa application, etc.].

Details of the applicant are as follows:

- Full Name: [Applicant's Full Name]
- Date of Birth: [Applicant's DOB]
- Nationality: [Applicant's Nationality]
- Identification Number: [Applicant's ID Number or Passport Number]
- Address: [Full Residence Address]

[Provide any additional necessary details, such as duration of stay in the country, previous addresses, etc.]

Attached herewith are the necessary documents to facilitate this request:

1. Copy of the applicant's identification document (e.g., passport, ID card).
2. Proof of residence (e.g., utility bill, lease agreement).
3. [Any other supporting documents required].

We kindly request that the processing of the PCC be expedited if possible, as it is urgently required for [mention deadline or reason for urgency].

Thank you for your assistance in this matter. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]

[Your Contact Information]

[Agency Address]