

[Your Agency's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Police Clearance Certificate

I hope this letter finds you well.

We are writing to formally request the issuance of a Police Clearance Certificate (PCC) for [Name of the individual], who is applying for [specific purpose, e.g., employment, immigration, etc.].

Please find the necessary details below:

- Full Name: [Name of the individual]
- Date of Birth: [DOB]
- National ID/Passport Number: [ID/Passport Number]
- Current Address: [Complete Address]
- Previous Address (if applicable): [Complete Address]

[Additional information or reasons for the request, if applicable.]

We kindly ask for your assistance in expediting this process and appreciate your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Agency's Name]

[Your Agency's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]