

[Your Agency Letterhead]

[Your Name]

[Your Position]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Organization/Department Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Police Clearance Certificate (PCC)

I hope this letter finds you well. I am writing to formally request the issuance of a Police Clearance Certificate (PCC) for [Client's Full Name], who is a resident of [Client's Address] and is applying for [purpose: e.g., employment, immigration, etc.].

The details required for the PCC are as follows:

- Full Name: [Client's Full Name]
- Date of Birth: [Client's Date of Birth]
- Nationality: [Client's Nationality]
- Address: [Client's Current Address]
- Identification Document Number: [Client's ID/Passport Number]

We appreciate your prompt action in processing this request. Should you require any additional information or documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Agency Name]