

[Your Agency Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Police Clearance Certificate (PCC)

Dear [Recipient Name],

I hope this letter finds you well. We are writing to formally request a Police Clearance Certificate (PCC) for our client, [Client's Full Name], who has applied for [specific purpose, e.g., employment, immigration, etc.].

****Client Details:****

- Full Name: [Client's Full Name]

- Date of Birth: [Client's Date of Birth]

- Address: [Client's Address]

- Identification Number: [Client's ID or Social Security Number]

We understand that the issuance of a PCC is subject to the verification of the client's background and any relevant documentation. We assure you that all necessary information and supporting documents have been provided.

Please let us know if there are any forms to be completed or fees associated with this request. We appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Your Contact Information]