

[Your Agency's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Subject: Request for Police Clearance Certificate (PCC)

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request a Police Clearance Certificate (PCC) for [Applicant's Full Name], who is currently seeking [purpose of the PCC, e.g., employment, visa application, etc.].

Details of the applicant are as follows:

- Full Name: [Applicant's Full Name]
- Date of Birth: [DD/MM/YYYY]
- Address: [Applicant's Address]
- National Identification Number: [ID Number]

We kindly request your assistance in processing this request at your earliest convenience. Should you require any further information or documentation to facilitate the issuance of the PCC, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Agency's Name]

[Your Contact Information]

[Your Email Address]