

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Police Department Name]  
[Police Department Address]  
[City, State, Zip Code]

Subject: Request for Police Clearance Certificate

Dear [Officer's Name/ Title],

I am writing to request a Police Clearance Certificate for [state the purpose, e.g., employment, visa application, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Identification Document Number: [Your ID Number]
- Address: [Your Current Address]

I would appreciate your guidance on the required documents and the application process. If there are any fees involved, please let me know how to proceed with payment.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]