

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

Subject: Request for Police Clearance Certificate

Dear [Officer's Name or To Whom It May Concern],

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

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- [Any other required identifiers, e.g., ID number]

Please let me know if there are any fees or additional documents required for this process. I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]