

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

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

Subject: Application for Police Clearance Certificate

Dear [Officer's Name/Department Name],

I am writing to formally request a Police Clearance Certificate. My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Number: [Your ID Number/Passport Number]
- Purpose of Request: [State the purpose, e.g., employment, immigration, etc.]

I have enclosed the following documents to support my application:

1. A copy of my identification (ID/passport).
2. Proof of address (utility bill, lease agreement, etc.).
3. [Any additional documents as required by the police department]

I understand there may be a processing fee associated with this request. Please inform me of the amount required and the payment method.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

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