

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

The Officer In Charge

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

Subject: Application for Police Clearance Certificate

Dear Sir/Madam,

I am writing to request a Police Clearance Certificate for [state purpose, e.g., employment, visa application, etc.]. I am a resident of [your city] and my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Address: [Your Current Address]
- Identification Proof: [Type of ID and Number, if applicable]

I understand that a thorough background check will be conducted, and I am willing to provide any further information or documentation required to facilitate this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]