

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

[Recipient Name]
[Title/Position]
[Police Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Request for Police Clearance Certificate

Dear [Recipient Name],

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

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Address: [Your Current Address]

I have [briefly mention any relevant identification numbers or documents, if applicable, e.g., passport number, identification card, etc.].

Please let me know if you require any additional information or documentation to process my request. I appreciate your assistance with this matter.

Thank you for your attention to this request.

Sincerely,

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