

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

Subject: Request for Police Clearance Certificate

Dear [Recipient's Name or "Sir/Madam"],

I am writing to formally request a Police Clearance Certificate for [state purpose: e.g., employment, immigration, etc.]. My full name is [Your Full Name], and I was born on [Your Date of Birth].

For verification purposes, my identification details are as follows:

- [Type of ID, e.g., National ID/Passport]
- [ID Number]

I have attached the required documents to assist you in processing my request:

1. Copy of my identification
2. [Any other required documents, e.g., application form, proof of residence]

I would appreciate your guidance on any further steps I need to take and an estimate of the time required for processing my request.

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

Sincerely,

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