

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

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

Subject: Request for Police Clearance Certificate

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

I am writing to formally request a Police Clearance Certificate for [state the purpose, e.g., employment, travel, residency, etc.]. My full name is [Your Full Name], and I was born on [Your Date of Birth]. My [government-issued ID, e.g., driver's license, passport] number is [Your ID Number].

Please find enclosed all necessary documents for your review, including [list any documents you are attaching, such as a copy of your ID, proof of residence, etc.].

I appreciate your prompt attention to this matter and look forward to receiving the Police Clearance Certificate at your earliest convenience. Thank you for your assistance.

Sincerely,

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