

[Your Government Department Logo]

[Your Department Name]

[Your Department Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To:

[Police Department Name]

[Police Department Address]

[City, State, Zip Code]

Subject: Request for Police Clearance Certificate

Dear [Police Chief's Name or Title],

I am writing to formally request a Police Clearance Certificate for [Applicant's Full Name], who resides at [Applicant's Address]. The purpose of this certificate is [briefly explain the reason, e.g., employment, visa application, etc.].

The applicant has provided the following details for your reference:

- Date of Birth: [Applicant's Date of Birth]
- Identification Number: [Applicant's ID Number]

Please find attached any relevant documentation necessary to process this request. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Department Name]

[Your Signature (if sending a hard copy)]