

[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 [Officer's Name/Title],

I am writing to formally request a Police Clearance Certificate for
[state your purpose, e.g., employment, travel, etc.].

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Identification Number: [Your ID Number or Social Security Number]
- Address during the period of residency: [Your Previous Address, if applicable]

I would appreciate your assistance in processing this request at your earliest convenience. I have attached the necessary documents, including [list any attached documents, e.g., ID copy, application form].

Thank you for your attention to this matter. Please feel free to contact me if you require any further information.

Sincerely,

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