

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

The Officer In Charge  
[Police Department Name]  
[Department Address]  
[City, State, Zip Code]

Subject: Application for Police Clearance Certificate

Dear Sir/Madam,

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

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Number: [Your ID/Passport Number]

Please find attached the necessary documents required for this  
application:

1. [List of documents, e.g., copy of ID, application form, etc.]
2. [Additional documents if necessary]

I would appreciate your assistance in processing my application at your  
earliest convenience. If you require any further information, please do  
not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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