

[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/To Whom It May Concern],  
I am writing to formally request a Police Clearance Certificate for  
[state the purpose, e.g., employment, immigration].

My details are as follows:

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

I have attached the necessary documents for your reference:

1. [List of documents, e.g., copy of identification, application form]
2. [Any additional documents required]

I understand that there may be a processing fee and I am willing to  
comply with the necessary procedures. Please let me know if you need any  
further information.

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]