

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Police Department Name]  
[Department Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Police Clearance Certificate

I hope this letter finds you well. I am writing to formally request a Police Clearance Certificate for [specific purpose, e.g., employment, travel, etc.].

I am [Your Full Name], born on [Your Date of Birth], and currently residing at [Your Address]. For your reference, my identification details are as follows:

- **\*\*Full Name\*\***: [Your Full Name]
- **\*\*Date of Birth\*\***: [Your Date of Birth]
- **\*\*Place of Birth\*\***: [Your Place of Birth]
- **\*\*Identification Number\*\***: [Your ID/Passport Number]

The reason for this request is [briefly explain the reason for the certificate].

I have attached copies of my identification and any additional documents required for the application process. I would appreciate your guidance on any further steps I need to take or any fees associated with this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]