

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

[Police Department Name]  
[Department Address]  
[City, State, Zip Code]

Dear [Police Chief/Officer's Name],

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 a resident of [Your City/Area] and have lived at my current address for [duration]. My details are as follows:

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

I understand there may be specific procedures or fees involved in processing this request. I am willing to provide any additional information required or visit the office if necessary.

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]