

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[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. I require this document for [specific purpose, e.g., employment, immigration, etc.], and I would greatly appreciate your assistance in processing my request.

My personal details are as follows:

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

I have included any necessary documents, such as [list any documents included, e.g., copy of ID, application form, etc.], and I am willing to pay any applicable fees associated with this request.

Please let me know if you need any further information or documentation from my side to expedite the process. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]