

[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: Request for Police Clearance Certificate

Dear Sir/Madam,

I am writing to formally request a Police Clearance Certificate for [state the purpose, e.g., employment, visa application, etc.]. My personal details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Nationality: [Your Nationality]

Identification Number: [Your ID Number/Passport Number]

I have resided at [Your Address] for the past [number of years/months]. I kindly request that you initiate the process for my police clearance certificate at your earliest convenience.

Please find attached [mention any required documents, e.g., identification proof, forms, fees] for your reference. If you require any further information or documentation, please do not hesitate to contact me.

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]