

[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 [Recipient's Name/Title],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request a Police Clearance Certificate. Please find my personal details below for your reference:

1. Full Name: [Your Full Name]
2. Date of Birth: [Your DOB]
3. Address: [Your Current Address]
4. Nationality: [Your Nationality]
5. Identification Number: [Your ID/Passport Number]

I require the Police Clearance Certificate for the purpose of [mention the reason - e.g., employment, immigration, etc.]. I understand the importance of this document and am willing to comply with any requirements necessary for the issuance of this certificate.

Please let me know if there are any forms I need to fill out or fees I need to pay for this service. I am happy to provide any additional information or documentation required.

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]