

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

The Officer In Charge

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

Subject: Request for Police Clearance Certificate

Dear Sir/Madam,

I am writing to request a Police Clearance Certificate for [state your purpose, e.g., employment, travel, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification: [Type and number of identification, e.g., Passport/ID Number]

Please let me know if you require any further information or documents to process my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]