

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Police Department Name]
[Department Address]
[City, State, ZIP Code]

Subject: Application for Police Clearance Certificate

Dear [Officer's Name or "To Whom It May Concern"],
I am writing to formally request a Police Clearance Certificate for
[state purpose, e.g., employment, immigration, etc.]. My details are as
follows:

Full Name: [Your Full Name]
Date of Birth: [Your DOB]
Place of Birth: [Your Place of Birth]
National Identification Number (if applicable): [Your ID Number]
Current Address: [Your Current Address]

I have lived at this address since [Date]. Prior to this, my address was
[Previous Address, if applicable].

Please find attached the required documents to support my application,
including:

1. A copy of my ID
2. Proof of residency (e.g., utility bill)
3. Any additional documents as required

I understand there may be a processing fee associated with this request.
Kindly inform me about the payment method and any additional steps I need
to complete.

Thank you for your attention to this matter. I look forward to your
prompt assistance.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]