

[Your Police Department Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Police Verification Letter

To Whom It May Concern,

This letter is to verify that [Applicant's Name], residing at [Applicant's Address], has undergone a police verification process conducted by our department.

As of [Verification Date], there are no criminal records or pending charges associated with [Applicant's Name].

Should you require further information, please feel free to contact our office at [Contact Number].

Sincerely,

[Your Name]

[Your Title]

[Police Department Name]

[Contact Information]