

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Police Verification Request for Recruitment

Dear [Recipient's Name],

We wish to inform you that [Candidate's Name], who has applied for the position of [Position Title] with our organization, is required to undergo a police verification process as part of our recruitment policy. The details of the candidate are as follows:

- Full Name: [Candidate's Full Name]
- Date of Birth: [Candidate's Date of Birth]
- Address: [Candidate's Residential Address]
- Contact Number: [Candidate's Contact Number]

We kindly request your assistance in conducting a thorough background check to ensure the integrity and safety of our workplace. If necessary, please reach out to [Candidate's Name] for any additional information required for this verification process.

We would appreciate it if you could send the verification report to us at your earliest convenience, preferably before [Deadline Date]. Should you require further information or clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and support in this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]