

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

[Officer's Name]
[Police Department Name]
[Department Address]
[City, State, Zip Code]

Subject: Request for Police Verification

Dear [Officer's Name],

I am writing to request a police verification letter in relation to my job application for the position of [Job Title] at [Company Name]. I understand that a police verification is part of the hiring process and I would like to facilitate this as soon as possible.

Personal Details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Number: [Your ID Number or SSN]

I kindly request you to conduct a thorough background check and provide me with a police verification letter at your earliest convenience. If any forms or further information are required, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

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