

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

Subject: Request for Police Clearance Letter for Employment Purposes

Dear [Police Chief's Name/Officer's Name],

I hope this letter finds you well. I am writing to request a police clearance letter that confirms my criminal record status for employment purposes.

****Personal Details:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Social Security Number: [Your SSN] (if required)
- Identification Number: [Your ID/Passport Number] (if required)

I am applying for a position at [Company Name] and they require a police clearance letter as part of their background check process. I would greatly appreciate your assistance in providing this document at your earliest convenience.

Enclosed are copies of my identification and any forms or fees required for processing this request. If you need any further information, please do not hesitate to contact me via the provided contact details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]