

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Police Verification Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a police verification letter as part of my job application process for the position of [Job Title] at [Company Name].

As part of this application, the company requires a verification of my background from the local police department. I kindly ask for your assistance in providing a letter that confirms my criminal record status, if any, as well as my citizenship and residency.

Please find below the necessary details for the police verification:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Residential Address]
- Identification Number: [Your ID Number (if applicable)]

I appreciate your prompt attention to this matter, as it is a crucial step in my job application. If you require any further information or documentation, please do not hesitate to reach out to me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]