

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

Subject: Request for Police Verification Letter

Dear [Officer's Name/Designation],

I hope this letter finds you well. I am writing to request a police verification letter as part of my application for an academic position at [University/Institution Name].

Below are my details for the verification process:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Proof: [Type of ID, e.g., Passport, Aadhar Card Number]
- Purpose of Verification: Academic Job Application

I would appreciate your assistance in this matter and am willing to provide any additional documents or information that may be required. Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

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