

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Police Department Name]

[Police Department Address]

[City, State, Zip Code]

Subject: Police Verification Request for [Employee's Name]

Dear Sir/Madam,

We are writing to request a police verification for our employee, [Employee's Name], who has applied for a position with us at [Your Company Name] as [Job Title].

****Employee Details:****

- Full Name: [Employee's Full Name]

- Date of Birth: [Employee's DOB]

- Address: [Employee's Address]

- National ID/Passport Number: [Employee's ID/Passport Number]

[Employee's Name] joined our organization on [Date of Joining], and as part of our hiring process, we require a police verification to ensure the integrity and safety of our workplace.

We kindly ask you to conduct a thorough background check and provide us with the necessary verification at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]