

[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 Verification Letter

Dear [Officer's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to request a police verification letter as part of my job application process. Below are my details for the verification:

****Full Name:**** [Your Full Name]

****Date of Birth:**** [Your Date of Birth]

****Address:**** [Your Current Address]

****Identification Proof:**** [Type of ID & Number, e.g., Aadhar number, Passport number]

****Purpose:**** Employment Verification

I would appreciate your assistance in processing this request at your earliest convenience. If you require any further information or documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]