

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

[Police Department Name]
[Police Department Address]
[City, State, Zip Code]

Subject: Request for Police Verification Letter

Dear [Police Department Official's Name],
I am writing to request a police verification letter as part of my
background check for employment purposes.

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Social Security Number: [Your SSN or other ID, if necessary]

I would greatly appreciate your assistance in providing a verification
letter indicating that I have no criminal record or any pending
investigations. This letter is required by my prospective employer,
[Employer's Name], as part of their hiring process.

If there are any fees or additional forms that need to be completed,
please let me know. I can be reached at [Your Phone Number] or [Your
Email Address] for any further information.

Thank you for your prompt attention to this matter.

Sincerely,

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