

[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

Dear [Officer's Name or Designation],

I am writing to request a police verification letter as part of my job application process. I have recently applied for a position at [Company Name], and the employer requires a verification of my background.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Document: [Type of ID, e.g., Passport, Aadhar]
- ID Number: [Your ID Number]

I kindly request that you conduct a background check and issue a police verification letter on my behalf. I am willing to pay any applicable fees for this service and provide any further information or documents as needed.

Thank you for your attention to this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,

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