

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

[Recipient Name]
[Recipient's Designation]
[Police Department Name]
[Police Department Address]
[City, State, Zip Code]

Subject: Request for Police Verification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a police verification for [Employee/Applicant's Name], who has applied for a position at [Your Company/Organization Name].

Details of the applicant:

- Full Name: [Employee/Applicant's Name]
- Date of Birth: [Date of Birth]
- Address: [Current Address of Applicant]
- Position Applied For: [Job Title]

As part of our hiring process, we require a thorough background check to ensure the safety and security of our workplace. Therefore, we kindly request your assistance in providing a police verification report for the above-mentioned individual.

Please let us know if you require any additional information or documentation to process this request. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]