

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Police Verification Letter
Dear [Recipient's Name],
I am writing to request a police verification letter for
[Employee's/Applicant's Full Name], who has applied for a position of
[Job Title] at [Company/Organization Name].
[Employee's/Applicant's Full Name] has provided the following details for
verification:
- Date of Birth: [DOB]
- Address: [Current Address]
- Previous Address: [If applicable]
Please conduct the necessary background checks and confirm if there are
any criminal records associated with [Employee's/Applicant's Full Name].
This verification is crucial for the safety and integrity of our
workplace.
We appreciate your prompt attention to this matter. Should you require
any additional information or have any questions, please feel free to
contact me at [Your Phone Number] or [Your Email Address].
Thank you for your cooperation.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Company/Organization Name]