

[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 Sir/Madam,

I, [Your Name], son/daughter of [Parent's Name], residing at [Your Address], am writing to request a police verification for the purpose of securing a new job at [Company Name] located at [Company Address].

I have been offered employment as [Job Title], and as part of their hiring process, a police verification is required.

Please find attached copies of my identification documents for your reference.

Your prompt assistance in this matter will be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]