

Embassy Request for Criminal Record Evaluation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request the evaluation of my criminal record as part of my application for [specific purpose, e.g., visa, residency]. My personal details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

Passport Number: [Your Passport Number]

Enclosed are copies of my identification documents and any relevant forms required for this request. I would appreciate your assistance in processing this evaluation at your earliest convenience, as it is crucial for my application.

Should you require any further information or documentation, please do not hesitate to contact me via the information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]