

Inquiry for Police Clearance

Date: [Insert Date]

To,
The Officer In Charge,
[Police Station Name]
[Police Station Address]

Subject: Inquiry for Police Clearance Certificate for Rental Agreement

Dear Sir/Madam,

I hope this message finds you well. I am writing to request information regarding the process of obtaining a police clearance certificate, which is required for my rental agreement.

Details of the applicant are as follows:

Name: [Your Full Name]

Address: [Your Current Address]

Contact Number: [Your Phone Number]

Identity Proof: [Type of ID, e.g., Aadhar, Passport, etc.]

Could you please provide me with the necessary steps, documents required, and any applicable fees for the clearance process? I would appreciate your prompt response, as it is essential for my rental agreement.

Thank you for your assistance.

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