

Request for Police Clearance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Police Department Name]

[Police Department Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request a police clearance certificate for the purpose of a background check. I am currently in the process of [briefly explain purpose, e.g., applying for a job, visa application, etc.], and this clearance is required.

Below are my personal details for your reference:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN, if applicable]

Please let me know if there are any forms to fill out or fees that need to be paid in order to obtain this clearance. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]