

# Request for Police Clearance

Date: [Insert Date]

To,

The Officer In Charge

[Police Station Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Police Clearance Certificate for Employment Purposes

Dear Sir/Madam,

I am writing to request a Police Clearance Certificate for employment purposes. My name is [Your Full Name], and I reside at [Your Address]. I am applying for a position at [Company Name], and they require a police clearance as part of their hiring process.

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Identification Number: [Your ID/Passport Number]

I would appreciate it if you could process my request at your earliest convenience. I have attached all necessary documents along with this letter for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Number]

[Your Email Address]