

Request for Police Clearance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a police clearance certificate as required for my professional licensing application. My name is [Your Full Name], and I was born on [Your Date of Birth]. I currently reside at the address mentioned above.

This certificate is necessary for my application for [Specify the type of professional licensing] with [Name of Licensing Authority or Organization]. I understand that the issuance of this clearance may take some time, so I appreciate your prompt attention to this matter.

Please let me know if there are any forms or fees required, or if any further information is needed to process my request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]