Request for Police Clearance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request a police clearance certificate to facilitate my participation in volunteer work with [Organization Name]. As part of the application process, a police clearance is required to ensure the safety and security of all individuals involved.

My full name is [Your Full Name], and I was born on [Your Date of Birth]. I currently reside at the address provided above. I understand the importance of this requirement and am willing to comply with any necessary procedures to expedite the process.

Should you require any additional information or documentation, please do not hesitate to contact me via the phone number or email address listed above.

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

Sincerely,

[Your Name]