To Place:

The Inspector of Police, Date:

Two Town Police Station,

Visakhapatnam,

Andhra Pradesh.

**Sub: Request for Police Clearance Certificate**

Respected  Sir/Madam,

With due respect I **Padala Hareesh**, s/o **Padala Srinivas Rao** residing at **H No 12-152, NBC Colony, Visakhpatnam**, applying for the police verification certificate for the job purpose.

I have recently applied for a job at **ABC Global Pvt Ltd**. But in order to get the job, I need to prove that I don't have any criminal background. Hence I don't have any criminal record but I need to submit a police clearance certificate.

So here I am requesting you to please issue me the clearance certificate, which will help me in getting a job.

Thanking you.

Sincerely,

Padala Hareesh,

Mobile No: 9123XXX45