**Letter Format to Police Verification Certificate for Job**

From:

Ravi Sharma

54, Elite Apartments

Karol Bagh

New Delhi

Date: 21st August, 2019

To,

The Inspector of Police

Karol Bagh Police Station

Delhi

Sub: Regarding Letter of Police Verification for Job

Respected Sir,

I, Ravi Sharma, s/o Mr. Dinesh Sharma, residing at 54, Elite Apartments, Karol Bagh, Delhi, want to submit my request for police verification. I need this certificate as I have applied for the job of Security Guard with CNS Securities Pvt. Ltd. and the company wants to ensure that I don’t have any criminal record.

Therefore, I request you to please check your database and issue me the clearance certificate from your side as it is extremely important for me to get this job. I shall be very thankful to you if you could issue this certificate as soon as possible as I require it on an urgent basis. For any further details, please contact me at +91-9898989898.

Thanking in anticipation.

Sincerely,

Ravi Sharma