To,

 The Senior Superintendent of Police,

 District West.

Subject: **REQUEST FOR ISSUING CHARACTER CERTIFICATE.**

Respected Sir / Madam,

With due respect it is stated that I wish to go to foreign country: **Australia** and for the verification process they need a written proof by the Police Station of my area.

**Details are enclosed:**

Name: xyz

SO / DO / WO: abc

Cell# 03xx – xxxxxxx

Address: abc xyz Deh / Taluka / Zone / Colony / Area / District.

Sir / Madam, I have no criminal records, but for the official process you can run my data through your database system and issue me the clearance certificate, which will help me for Immigration purpose.

Thanking you.

Sincerely,

XYZ SO / DO / WO ABC