

<<<Date>>>

Officer in Charge

Sri Lanka Police

<<<*Electorate*>>>

I would like to request a police report for <<<*name of employee*>>> <<<NIC no:>>>  
employed at <<<Company Name>>> as a permanent/contract/part time employee  
holding the position of <<<*designation*>>>.

<<<Mention the reason for the request>>>

Yours Sincerely

.....

<<<<Name of the HR Manager>>>>

HR Manager