

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

NBI Clearance Division  
National Bureau of Investigation  
[Office Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for NBI Clearance

I am writing to formally request the issuance of an NBI Clearance for [state the purpose, e.g., employment, travel, etc.]. I understand that the clearance is necessary for [briefly explain the requirement]. Please find attached the necessary documents to support my application, including:

1. Completed NBI Clearance Application Form
2. Valid identification (copy)
3. [Any other required documents]

I appreciate your assistance in processing my request at your earliest convenience. Should you need any further information, please do not hesitate to contact me at the provided contact details.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Contact Information]