

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

[Recipient's Name]
[Position]
[Office of the National Bureau of Investigation]
[Address of NBI Office]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Appeal for NBI Clearance Application

I hope this letter finds you well. I am writing to formally appeal the decision regarding my NBI clearance application, with reference number [Your Application Number], submitted on [Date of Application].

[Briefly state the reason for the appeal and any relevant details regarding your application.]

I kindly request a review of my case, as I believe that [provide justification for your appeal, including any supporting documents or evidence if applicable].

Thank you for your time and consideration. I am looking forward to your prompt response concerning my appeal.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]