

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

[Recipient Name]
[NBI Branch Name]
[NBI Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for NBI Clearance

I am writing to request for the issuance of my NBI clearance. I am [Your Name], a [your occupation] residing at [your address]. I need this clearance for [state the purpose, e.g., employment, travel, etc.].

I have attached the necessary documents, including [list any documents you are including, e.g., valid ID, application form, etc.], to facilitate the processing of my application.

Please inform me if there are additional requirements or fees needed for this application.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]