

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

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

Subject: Authorization Letter for NBI Clearance

To Whom It May Concern,

I, [Your Full Name], born on [Your Date of Birth], with identification number [Your ID Number], hereby authorize [Authorized Person's Full Name], born on [Authorized Person's Date of Birth], to process my NBI Clearance on my behalf.

I am unable to personally attend due to [reason for unavailability]. I have attached a copy of my valid ID and any other required documents along with this letter.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]