

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

[Recipient's Name]
[Office of the NBI]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding NBI Clearance

I hope this letter finds you well. I am writing to inquire about the status of my NBI clearance application submitted on [Date of Application]. The reference number for my application is [Application Reference Number].

I would appreciate any updates or information regarding the processing of my clearance, as it is crucial for [state purpose, e.g., employment, travel, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]