

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

Subject: Request for NBI Clearance

Dear [City Hall Official's Name or "To Whom It May Concern"],
I am writing to formally request the issuance of my NBI clearance as required for [state purpose, e.g., employment, business permit, etc.].
My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Address: [Your Address]
- ID Type and Number: [Specify type and number, if applicable]

Please find attached the necessary documents to support my request:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your prompt attention to this matter. Please feel free to contact me if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if submitting by mail)]
[Your Printed Name]