

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

[Date]
[Recipient Name]
[Recipient Title]
[Institution Name]
[Institution Address]
[City, State, ZIP Code]

Subject: NBI Clearance Letter for Educational Purposes

Dear [Recipient Name],

I am writing to request an NBI clearance letter for educational purposes. I am currently [briefly describe your current status, e.g., a student applying for a scholarship, a graduate seeking further studies, etc.]. To meet the requirements of [specific purpose, e.g., application, enrollment], I kindly ask for your assistance in providing the necessary NBI clearance documentation. This will help facilitate the completion of my application process.

Thank you for your attention to this matter. I appreciate your support.

Sincerely,

[Your Name]

[Your Student ID or Reference Number if applicable]