

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Department/Office]

[Address]

[City, State, Zip Code]

Subject: Request for NBI Clearance for Business Purposes

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request the issuance of an NBI Clearance for [Your Business Name] for the purpose of [specific reason for clearance, e.g., business registration, loan application, etc.].

[Include a brief description of your business, its nature, and the necessity of obtaining the NBI Clearance.]

The details of our business are as follows:

- Business Name: [Your Business Name]
- Business Address: [Your Business Address]
- Nature of Business: [Type of Business]
- Owner(s): [Your Name and/or Other Owners]

Attached herewith are the necessary documents to support this request:

1. [List any attachments, e.g., business registration, identification, etc.]
2. [Add any additional documents as needed]

We appreciate your consideration of this request and look forward to your positive response. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you very much for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]

[Your Signature (if sending a hard copy)]