

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

[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: NBI Clearance Letter for Employment

Dear [Recipient Name],

I am writing to formally request an NBI clearance letter as part of the requirements for my application for a government position at [Department/Agency Name].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Complete Address]
- ID Type: [Type of ID Submitted, e.g., passport, driver's license]
- NBI Application Reference Number: [Your Reference Number]

I understand that the NBI clearance is essential for the completion of my employment process, and I appreciate your prompt attention to this matter.

Please let me know if you require any further information or documentation from my side.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]