

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Loan Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: NBI Clearance Letter for Loan Application

I, [Your Full Name], am writing to submit my NBI clearance as a requirement for my loan application with [Loan Institution's Name]. Please find attached my NBI clearance certificate for your review. This document confirms that I have no pending criminal cases or records. Should you need any further information or documents, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. 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]

[Your Identification Number or Application Reference Number] (if applicable)

[Attachment: NBI Clearance Certificate]