

[Your Company Letterhead]

[Date]

National Bureau of Investigation

[Branch Address]

[City, State, Zip Code]

Subject: NBI Clearance Request for [Contractor's Name]

To Whom It May Concern,

I am writing to request an NBI clearance for our contractor,
[Contractor's Full Name], who is currently engaged in a project with us.
The details are as follows:

- Contractor's Name: [Contractor's Full Name]
- Date of Birth: [Contractor's Date of Birth]
- Address: [Contractor's Address]
- Purpose of Clearance: [Specify Purpose, e.g., for project engagement, compliance requirements]

We appreciate your assistance in this matter and look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Address]