

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

National Bureau of Investigation

[Office Address]
[City, State, Zip Code]

Subject: Request for NBI Clearance Letter for Employment

Dear Sir/Madam,

I am writing to formally request the issuance of my NBI Clearance Letter, which is required for my employment application with [Company Name].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Address: [Your Complete Address]
- Identification Number (if applicable): [Your ID Number]

I have completed all necessary requirements and applications for the NBI Clearance. I would appreciate your prompt assistance in providing me with the NBI Clearance Letter.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]