

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

[Recipient's Name]  
[Recipient's Title]  
[Agency/Organization Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Request for NBI Clearance Letter for Visa Application

Dear [Recipient's Name],

I am writing to formally request the issuance of my National Bureau of Investigation (NBI) clearance letter, which is required for my ongoing visa application process.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Identification Number: [Your ID/Social Security Number, if applicable]

I have attached the necessary documents, including my valid identification and application form, to facilitate this request.

Your prompt attention to this matter would be greatly appreciated, as it is essential for the timely processing of my visa application.

Thank you for your assistance.

Sincerely,

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