

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Agency Name]
[Agency Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for NBI Clearance

I hope this letter finds you well. I am writing to formally request the issuance of my NBI Clearance. I require this document for [state purpose, e.g., employment, travel, etc.].

Please find the necessary details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Valid ID: [Type of ID you will provide]

I understand that there may be processing fees associated with this request, and I am prepared to fulfill any requirements to facilitate this process.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

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