

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[Agency/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Supporting Document for NBI Clearance

I hope this letter finds you well. I am writing to request a supporting document needed for my NBI clearance application.

As part of the application process, I understand that certain supporting documents are required to verify my identity and background. I am applying for this clearance for [state reason, e.g., employment, travel, etc.], and I aim to complete my application promptly.

I kindly ask for your assistance in providing the following documents:

1. [List specific document needed]
2. [List any additional document needed]

If there are forms to be filled out or any fees to be paid, please let me know, and I will comply with the necessary procedures.

Thank you for your attention to this matter. I look forward to your prompt response so that I can proceed with my NBI clearance application.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Position, if applicable]