

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

NBI Clearance Division

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

Subject: Request for NBI Clearance Verification

Dear Sir/Madam,

I am writing to request the verification of my NBI clearance. Below are my details for your reference:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Address: [Your Address]

NBI Clearance Number: [Your NBI Clearance Number]

Date of Issuance: [Date of Issuance]

Kindly verify the authenticity of my clearance as I need it for [state the purpose, e.g., employment, travel, etc.]. I appreciate your assistance with this matter.

Thank you for your prompt attention to my request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Number]