

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

[Recipient's Name]  
[Office/Agency Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request the verification of my NBI clearance as part of my application for [specific purpose, e.g., employment, visa application, etc.].

My full name is [Your Full Name], and my NBI clearance was issued on [Date of Issuance] with the reference number [Reference Number]. I would appreciate it if you could confirm the validity of my NBI clearance and any pertinent details associated with it.

Please feel free to contact me at my phone number or email should you require further information. Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]