

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

NBI Clearance Division
[Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for NBI Clearance Renewal

I am writing to formally request the renewal of my NBI Clearance, which is set to expire on [expiration date]. My previous clearance was issued on [issue date], and it is necessary for me to renew it for [reason for renewal, e.g., employment, travel, etc.].

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Address: [Your Current Address]
- Previous NBI Clearance Number: [NBI Clearance Number]

I have attached the required documents for your review, including a copy of my expired clearance, two valid IDs, and any other necessary forms.

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

Sincerely,

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