

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[National Bureau of Investigation]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the issuance of my NBI clearance. I require this document for [specific purpose, e.g., employment, travel, etc.].

Please find enclosed the necessary documents required for the processing of my request:

1. A completed application form
2. A copy of my valid ID
3. [Any other required documents]

I understand that there may be a processing fee, and I am prepared to cover the necessary costs. Please let me know the total amount and your preferred method of payment.

I would appreciate your assistance in expediting this request, as I require the clearance by [specific date]. Thank you for your attention to this matter.

Sincerely,
[Your Name]