

# Sample letter

Heading *(if applicable)*

\_\_\_\_\_  
Date

**PGEN OSCAR D ALBAYALDE**  
Chief, Philippine National Police  
National Headquarters  
Camp BGen Rafael T Crame, Quezon City

Thru: **PBGEN FILMORE B**  
**ESCOBAL**  
Director, Police Security and Protection Group

**Dear PNP Chief ALBAYALDE:**

This is to respectfully request for the availment of services of protective security from the Philippine National Police.

I am \_\_\_\_\_ *(please state complete name and current or former position in the government service.*

*(please state details of threat)*

Trusting your prompt action on the matter.

\_\_\_\_\_  
Name of Applicant & Signature

Contact Nr.