

Sample letter

Heading (Company)

Date

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

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

Dear PNP Chief ALBAYALDE:

Greetings of peace and prosperity!

This is to respectfully request for the availment of services of protective security from the Philippine National Police and/or Protection Agent from duly-accredited Protective Security Agency.

I am _____ (*please state complete name and current position in the government service.*)

(please state details of threat)

Trusting your prompt action on the matter.

Name of Applicant & Signature

Contact Nr.