

Sample letter

Heading (Company)

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:

Greetings of peace and prosperity!

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 / PNP).*

(please state details of threat)

Trusting your prompt action on the matter.

Name of Applicant & Signature

Contact Nr.