

# 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 the availment of the services of protective security from the Philippine National Police and/or Protection Agent/s from duly-accredited Protective Security Agency.

I am \_\_\_\_\_ *(please state complete name, profession or business, nature of business (If applicant is a businessman)).*

*(please state details of threat)*

Trusting your prompt action on the matter.

Contact Nr.

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

# Sample Letter for Governor/Mayor

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:**

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

I am \_\_\_\_\_ (*please indicate complete name and government position*) \_\_\_\_\_.

*(please state details of threat)*

Trusting your prompt action on the matter.

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

Contact Nr.