

# 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 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.