

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Officer's Name]
[Bank Name]
[Bank Address]

[City, State, Zip Code]

Dear [Bank Officer's Name],
Subject: Co-Maker Agreement for Loan

I, [Your Full Name], residing at [Your Address], hereby agree to act as a co-maker for the loan application submitted by [Borrower's Full Name] for the amount of [Loan Amount] with reference number [Loan Reference Number] at BDO.

I acknowledge and understand my responsibilities as a co-maker, including the obligation to repay the loan in case of default by the primary borrower.

For your records, I have enclosed the required identification and proof of address documents. Please do not hesitate to contact me should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Identification Number (e.g., TIN, if applicable)]