

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

[Bank Manager's Name]
BDO Unibank, Inc.
[Branch Address]
[City, State, Zip Code]

Dear [Bank Manager's Name],

Subject: Submission of Collateral Documentation for Loan Application

I hope this message finds you well. I am writing to submit the necessary collateral documentation in support of my loan application with BDO Unibank.

Enclosed with this letter are copies of the following documents:

1. Certificate of Title of the property to be offered as collateral
2. Latest tax declaration
3. Recent appraisal report
4. Photocopies of identification for all parties involved
5. Any additional relevant documents

Please let me know if any further information or documentation is required to proceed with my application. Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]