

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

[Loan Officer's Name]

BDO Unibank, Inc.

[Branch Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

Subject: Loan Endorsement for [Loan Type/Amount]

I hope this message finds you well. I am writing to formally endorse my application for a [specific loan type, e.g., personal loan, home loan, etc.] in the amount of [specific amount] submitted on [submission date]. As per our previous conversation, I believe this loan will significantly assist in [briefly explain the purpose of the loan, e.g., purchasing a new home, financing a business expansion, etc.].

I have attached all necessary documentation to support my application, including [list any attached documents, e.g., proof of income, credit report, collateral details, etc.].

I appreciate your assistance in this matter and look forward to your prompt processing of my loan application.

Thank you very much for your attention. Please feel free to contact me if you require any additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Position, if applicable]