

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

[Recipient's Name]
[Bank of the Philippine Islands]
[Branch Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Clarification of Loan Purpose

I hope this letter finds you well. I am writing to clarify the intended purpose of the loan application I submitted on [Date of Application].

The purpose of this loan is to [briefly explain the purpose, e.g., finance home renovations, expand my business, consolidate debts, etc.]. I believe that this funding will significantly contribute to [explain how it will benefit you or your business].

Should you require any further information or documentation to support my application, please do not hesitate to contact me. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Job Title or Position, if applicable]