

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

[Employer's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Pag-IBIG Loan Authorization Letter

Dear [Employer's Name],

I am writing to formally request your authorization to process my Pag-IBIG loan application. As per the requirements, I need to provide a letter of authorization from my employer.

Details of my loan application are as follows:

- Name: [Your Full Name]
- Pag-IBIG Membership ID: [Your Membership ID]
- Loan Amount: [Desired Loan Amount]
- Purpose of the Loan: [Reason for the Loan]

I am requesting that you please acknowledge and provide the necessary assistance in processing my loan application. Your support is crucial in facilitating this process.

Thank you for your understanding and support. Should you require further information or documentation, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Job Title]