

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Institution/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to endorse [Candidate's Name] for [specific position or program] within the Philippine National Police (PNP). Having known [him/her/them] for [duration], I have witnessed [his/her/their] commitment, integrity, and professionalism firsthand.

[Candidate's Name] possesses exceptional skills in [specific skills or qualities relevant to PNP], demonstrating a strong dedication to community service and public safety. [He/She/They] has consistently exhibited [mention specific achievements or contributions], making a positive impact in [specific context or setting].

I have no doubt that [Candidate's Name] will bring the same level of dedication and excellence to the PNP, contributing to its mission and values. I wholeheartedly recommend [him/her/them] for this opportunity. Thank you for considering [Candidate's Name]'s application. Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Sincerely,

[Your Name]  
[Your Title/Position]