

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

[Recipient's Name]
[Recipient's Position/Title]
[PNP Office/Department]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to endorse [Name of the Individual/Organization] for
[specific purpose or position] within the Philippine National Police.

[Paragraph 1: Introduction of the individual/organization and their
relationship with you.]

[Paragraph 2: Highlight key qualifications, achievements, and
contributions of the individual/organization.]

[Paragraph 3: Provide specific examples of their skills or experiences
relevant to the PNP.]

[Paragraph 4: Summarize why you believe they would be an asset to the PNP
and your strong support for their candidacy.]

Thank you for considering this endorsement. Should you require any
further information or clarification, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position/Title]
[Your Organization/Department]