

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

Dear [Recipient Name],

I am writing to formally endorse [Name of the Candidate] for [specific purpose or position] concerning the Philippine National Police (PNP) submission.

[Paragraph discussing the candidate's qualifications, experiences, and why they are suitable for the position. Include specific examples that showcase their skills and contributions.]

[Closing paragraph reiterating your support and offering to provide further information if needed.]

Thank you for considering this endorsement. I am confident that [Name of the Candidate] will be a valuable addition to the PNP.

Sincerely,

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