

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Philippine National Police (PNP)]
[PNP Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Endorsement of [Subject/Project/Person]

I am writing to formally endorse [Subject/Project/Person] for [specific purpose or reason], which I believe aligns with the goals and values of the Philippine National Police.

[Include a brief description of the subject, emphasizing qualifications, achievements, and relevance to the PNP's objectives.]

I am confident that [Subject/Project/Person] will bring significant value to the PNP and contribute positively to [specific goals such as community safety, crime prevention, etc.].

Please feel free to contact me should you require any further information or clarification regarding this endorsement.

Thank you for considering this endorsement. I look forward to your positive response.

Sincerely,

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