

[Your Name]
[Your Position]
[Your Institution/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Philippine National Police]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to endorse [Name of the Endorsed Person] for [specific purpose, position, or program] within the Philippine National Police. [Start with a brief introduction of yourself and your relationship with the endorsed person.]

[Paragraph 1: Describe the qualities and attributes of the endorsed person relevant to the PNP.]

[Paragraph 2: Provide specific examples of their achievements or contributions.]

[Paragraph 3: Highlight their skills and how they align with the mission of the PNP.]

In conclusion, I wholeheartedly endorse [Name] for [specific purpose]. I am confident they will contribute positively to the Philippine National Police.

Thank you for considering this endorsement. Should you have any further questions, please feel free to contact me.

Sincerely,

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