

**AIR MATERIEL WING SAVINGS AND  
LOAN ASSOCIATION INC. (AMWSLAI)**

Col. Bonny Serrano corner 18th Avenue,  
Murphy, Quezon City, Metro Manila

**To Whom It May Concern:**

Good day!

I, the undersigned, need some of my important official documents to be processed which are presently on file in your Office. Since I am not in a position to come to your office and collect the same in person. I hereby authorize my colleague, \_\_\_\_\_, to apply for and get the required documents duly processed, and resulting issuance of my **Certificate of Outstanding Loan Balance**, in my behalf.

Above document is needed as a requirement for me to fully pay my AMWSLAI Loan(s). I have no objection for \_\_\_\_\_ signing the documents on my behalf in my absence.

Attached to this letter is a copy of my Bureau of Jail Management and Penology (BJMP) Identification Card to prove the authenticity of this document.

Thank you very much for your kind cooperation.

Sincerely Yours,

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Signed**

**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

**Notary Public**  
Until December 31, 20\_\_\_\_  
PTR No. \_\_\_\_\_

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_\_.