

Pag-IBIG Fund
JELP Building, No. 409 Addition Hills,
Shaw Boulevard, Mandaluyong 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 Pag-IBIG Fund 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_____.